

DEPARTMENT OF THE ARMY
Wilmington District, Corps of Engineers
PO Box 1890
Wilmington, North Carolina 28402-1890

CESAW-RM-M

District Regulation
No. 10-1-1

1 April 1997

Organization and Functions
WILMINGTON DISTRICT

1. Purpose. To describe policies, procedures, and requirements for establishment, control of, and changes to organizational structures and assignment of functions.
2. Applicability. This regulation applies to all elements of the Wilmington District.
3. References.
 - a. ER 10-1-2, Organizations and Functions, 1 May 96
 - b. DR 10-1-1, Organizations and Functions, 17 Jun 96
4. Policies. General policies of the Chief of Engineers are published in ER 10-1-2. Policies of the South Atlantic Division Commander are published in DR 10-1-1. The Wilmington District Commander's policies are:
 - a. The Resource Management Officer is the reviewing authority for all organizational and functional changes.
 - b. The Position Classification Specialist is the reviewing/approving authority for all classification and/or grade changes.
 - c. Organizational structures and functional assignments of the Wilmington District will conform, to the extent possible, with those prescribed in DR 10-1-1 and ER 10-1-2.

This regulation supersedes District Regulation 10-1-1, 1 February 1991.

d. Division and Office Chiefs will keep their organizations in balance with workload and conditions. The continuing objective is to achieve maximum productivity, efficiency, and economy with minimum consumption of resources, while complying with current supervisory ratio guidance.

e. Changes to organizational structures or functional assignments will be approved only after proper evaluation confirms that a change is beneficial to the interests of the District. Requests for organizational or functional changes must be justified based on one or more of the following:

- (1) Direction by higher authority.
- (2) Change in mission, functional, or personnel staffing.
- (3) More effective use of resources.
- (4) Improved operations.

f. All proposed changes will be documented, processed, and acted on as prescribed herein and in referenced regulations.

g. Deviations in organization or assignment of functions from ER 10-1-2 will not be implemented until approval of the change has been obtained.

h. The District Commander will approve all changes to the District mission, functions, and organization structure up through Section level. Changes at Branch level and above require approval from SAD.

i. The District Commander has been delegated authority to establish, abolish, or reorganize area, resident, project, and regulatory field offices in the United States as appropriate. Civil Works Operations Project Managers must report to the decision maker one level below the Commander.

j. All District elements must follow guidance contained in Title 10 US Code OMB Circular A-76, and the supplement to OMB Circular A-76 before converting to contract (outsourcing) any commercial activities' function of any size, regardless of funding source. Inherently governmental functions may not be outsourced.

5. Mission Statement. The U.S. Army Engineer District, Wilmington, is an operating component of the U.S. Army Engineer Division, South Atlantic. The Civil Works

Activity Mission of the Wilmington District, other than Regulatory, which is aligned along State lines, embraces the drainage basin tributaries emptying into the Atlantic Ocean, which flows through North Carolina, including the South Central portion of Virginia that contains the Roanoke River basin tributaries and all the sounds and barrier islands along the coast from the Virginia-North Carolina border to South Carolina. Included is the planning, design, and construction of water resource projects; and the maintenance, operation, and management of completed projects.

6. Preparation of Organizational Structure and Functional Statements.

a. Organization. The criteria to be considered in structuring organizational elements follow:

- (1) Customer service is a primary consideration consistent with law, policy, and regulation.
- (2) The number of subordinate organizational elements is the minimum necessary for successful mission accomplishment.
- (3) Each organizational element has a clearly defined functional responsibility.
- (4) Functional and resulting organizational relationships are clearly defined.
- (5) A specific benefit can be identified for each organizational change (e.g., savings or improved performance).
- (6) An organizational element will not be subdivided to show only one organizational element, e.g., if a branch is subdivided, it must contain at least two sections.
- (7) Twelve or more individuals will normally be assigned to an office, division, branch, or section before it is subdivided into subordinate organizational elements.
- (8) A minimum of five persons will normally be required to establish a formal organizational element, except an office of the chief or a division, branch, or section under which there are two or more subordinate elements, each of which consists of five or more persons. Establishment of a formal organization element with less than five persons will require complete justification and approval. Justification and approval are also required for continued recognition of a formal element that by any action is reduced below the established minimum.

b. Functional Statements. The following principles should be applied in preparation of functional statements:

(1) Functional statements should be stated in terms of "what is done" (product) rather than "how it is done" (process).

(2) Functional statements in this regulation are not intended to serve as Standard Operating Procedures. Detailed operations, procedures, and working relationships will normally be included in Office Memorandums.

(3) Functional statements will be written in the third person, singular, present tense.

(4) Functional statement for an Office of the Chief or Director should not be repetitious of, or similar to, statements of subordinate element functions. Office of the Chief functional statements should only include functions performed in that office.

(5) General phrases, such as "maintains liaison with," "coordinates," and "monitors," should be avoided, unless the nature and purpose of such relationships are stated concisely and clearly.

(6) Certain functions or tasks are done at all echelons and do not require specific functional statements. For example, "maintains records and reports," "prepares reports," "conducts staff visits," and "reviews and evaluates reports."

7. Responsibilities.

a. Office and Division Chiefs will:

(1) Periodically review this regulation to assure currency and accuracy.

(2) Forward proposed organization and function changes to CESAW-RM-M according to instructions contained in paragraph 8, below.

(3) When a transfer of missions and functions between division or office level is directed, the gaining element will initiate required documentation.

b. The Resource Management Office (RMO) will:

(1) Perform a continuing analysis of District organizations and functions to assure

sound management principles and practices are being applied in developing the best organizational structure and functional alignment to accomplish mission objectives.

(2) At least every two years, ask office chiefs to review their respective organizations and revise functional statements, if appropriate. Issue an updated SAWDR 10-1-1, if required. Copies of minor interim changes will be maintained in RM-M for official record purposes.

(3) Provide assistance to all organizational elements of the District in improving organizational structure and functional alignment.

(4) Evaluate proposed changes and develop appropriate recommendations. Coordinate proposal with appropriate elements of the District.

(5) Coordinate the assignment of proper organizational codes.

(6) Forward the proposed change with recommendations to the District Commander for approval or other appropriate action.

(7) Prepare correspondence to SAD in final form, as required.

(8) After approval, prepare District General Order specifying actions taken. The original correspondence, including all attachments, will be filed in RM-M. Information copies will be forwarded to appropriate offices.

8. Process for Requesting Organization and/or Function Changes.

a. Proposed changes will be approved by the Chief of the Division or Office involved and forwarded to CESAW-RM-M. The request for change will include the following items of justification and supporting information:

(1) Authority for change (if dictated by higher authority).

(2) Proposed functional statements and organization charts, including manpower staffing.

(3) A narrative statement concerning facts, circumstances, and conditions pertinent to the proposed change, including the following:

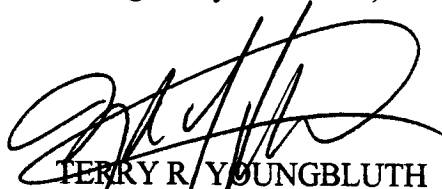
(a) Specific benefits expected to result from the change, i.e., improved productivity, efficiency, etc.

(b) The effect that the proposed change will have on average grades, supervisory ratio, staffing, space use, administrative support, equipment, and funds.

(c) A statement as to the amount of funds required and whether such funds are available in approved budget allowances. Details concerning source of funds should be shown through current year and next fiscal year.

b. After approval, affected office will submit required personnel documents, i.e., SF-52s, job descriptions, etc., to the Personnel Office.

9. Functions. The assignment of functions for the District is listed in Appendices B through O. These functions conform to those assigned by ER 10-1-2, except authorized deviations.



TERRY R. YOUNGBLUTH
Colonel, EN
Commanding

15 Appendixes

- A - Boards & Committees
- B - Executive Office
- C - Resource Management Office
- D - Information Management Office
- E - Safety and Occupational Health Office
- F - Public Affairs Office
- G - Equal Employment Opportunity Office
- H - Office of Counsel
- I - Logistics Management Office
- J - Office of Security and Law Enforcement
- K - Contracting Division
- L - Civilian Personnel Advisory Center
- M - Programs and Project Management Division
- N - Engineering & Planning Division
- O - Construction-Operations Division

DISTRIBUTION:

B

CESAW-RM-M (100)

APPENDIX A

Boards and Committees

EXECUTIVE OFFICE

Boards and Committees

A-E Responsibility Review Board
A-E Selection Board
Acquisition QMB
Black Employment Program Committee
CEFMS Implementation QMB
Contract Review Board
Contract Termination Settlement Board
Dam Safety Committee
Design and Construction QMB
Equal Employment Opportunity Committee
Environmental Compliance Steering Committee
Federal Women's Program Committee
Grievance Review Team
Incentive Awards Committee
Information Mission Area QMB
Natural Resource Management QMB
Performance Standards Review Board
Plant Replacement and Improvement Committee
Program and Budget Advisory Committee
Project Review Board
Recreation Committee
Safety and Occupational Health Council
Training Committee
Wellness Committee
Working Program Budget Advisory Committee
Workplace Environment QMB

APPENDIX A

BOARDS AND COMMITTEES

1. A-E Responsibility Review Board. Reviews cases referred by Engineering Division to find out if all conditions for pursuing A-E liability are satisfied. Develops recommendations to the Contracting Officer on whether an A-E liability recovery actions should be pursued.
2. A-E Selection Board. Reviews the qualifications and performance data of each of the private firms on the preselection list based on the selection criteria established for each project. Recommends in order of preference a minimum of three firms for approval for contract negotiations to the Commander or his designee.
3. Acquisition OMB. Serves as a focal point for addressing and analyzing the total contracting process, including the processes associated with acquisition of supplies, services and construction. The objective is to identify process problems and work toward the implementation of process changes that improve District services to the customer. This undertaking is continuous and active and leads to sustained long term improvements to the way the District conducts its business.
4. Black Employment Program Committee. Promotes the policy of the Wilmington District that equal employment opportunity exists for all persons without regard to race, religion, color, sex, national origin, age, or physical or mental disability.
5. CEFMS Implementation OMB. Serves as focal point for addressing and analyzing the needs of the District related to the successful deployment of CEFMS. The objective is to study various financial business processes of the District and recommend changes that will be necessary because of the new system.
6. Contract Review Board. Reviews business clearance memorandums and contract documents in amounts of \$100,000 or more to assure that applicable regulatory and procedural requirements are satisfied, and the proposed action represents sound business judgment from the Government's viewpoint, and that the contract is legally sufficient.
7. Contract Termination Settlement Board. Reviews proposed settlements on contractual matters. To reduce any possible subsequent misunderstandings and to speed payment to subcontractors, subcontract settlements requiring Settlement Review Board approval will be submitted to the team as promptly as possible after agreement with the subcontractor is reached or a determination is made.

8. Dam Safety Committee. Functions to ensure that every reasonable and prudent effort is made to enhance the safety of Corps-owned dams under the Wilmington District's jurisdiction.
9. Design and Construction QMB. Serves as a focal point for addressing the processes associated with project design and construction. The design focus of this QMB is the processes associated with preparation of plans and specifications. The objective is to identify process problems and work toward the implementation of process changes that improve District services to the customer. This undertaking is continuous and active, and leads to sustained long term improvements to the way the District conducts its business.
10. Equal Employment Opportunity Committee. Advises the commander on matters about the EEO Program. The committee is composed of managers and Branch Chiefs, and the EEO Officer and the Special Emphasis Program Managers who act as advisors. They promote, advise, and evaluate efforts designed to promote equal opportunity for employees. This committee also helps in promoting and planning special activities within the district designed to enhance employee awareness.
11. Environmental Compliance Steering Committee. Provides recommendations related to District's environmental ethic and involvement in environmental programs.
12. Federal Women's Program Committee. Helps women in upgrading their employment status to insure opportunities for training for women and minority group employees, and to plan and operate the women's program in the Wilmington District.
13. Grievance Review Team. Reviews grievances filed under the employee performance appraisal process and develops recommendations for the Commander.
14. Incentive Awards Committee. Assists in the planning and administration of the Incentive Awards Program; evaluates the effectiveness of the program and ensures coordination of the program with related programs (AR 672-20).
15. Information Mission Area QMB. Reviews processes associated with developing, maintaining, and improving the District's I.A. posture. The QMB's objective is to ensure that our I.A. direction is compatible with the District's Strategic Plan.
16. Natural Resource Management QMB. (Mission statement not provided)
17. Performance Standards Review Board. Review performance standards and make recommendations to the District Engineer on improvements to the system.

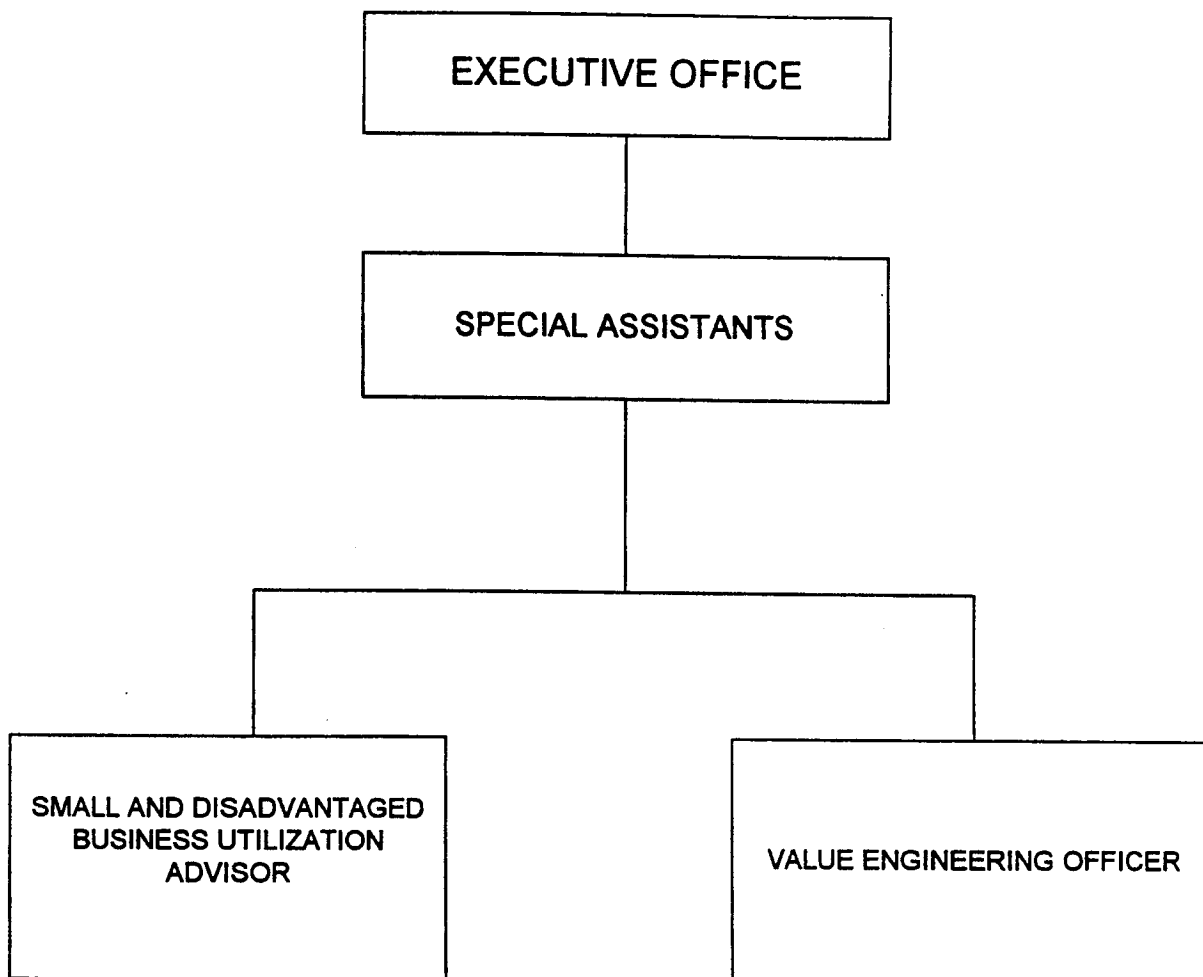
18. Plant Replacement and Improvement Committee (PRIP). Reviews the PIP five-year program and recommends a District priority list to the Commander. Conducts a midyear program review and recommends reprogramming actions to the Commander. Also recommends items to be gotten from the approved equipment list in the event additional funds become available.
19. Program and Budget Advisory Committee. Establishes resource policy; develops planning, programming, and resource guidance; reviews recommendations from the staff; and makes recommendations to the Commander on resource matters.
20. Project Review Board. Reviews and evaluates project execution and management; identifies quality, cost, budget, and schedule trends in projects, and recommends additional manpower, organization change, or other actions to reduce adverse impact and keep projects on schedule and within budget.
21. Recreation Committee. (Mission statement not provided)
22. Safety and Occupational Health Council. Monitors and assists the District's safety and health program, maintains open channels of communication concerning safety and health matters, and assists the District Engineer with respect to the safety and health program to improve policies, conditions, and practices.
23. Training Committee. Advises the Commander on planning, coordinating, and evaluating the District training and development programs; evaluates and recommends action on current fiscal year training, long-term training, and long-range training; and assists in development of policy to attain goals and objectives of the District Training Programs. (CPR 400 and ER 15-1-1)
24. Wellness Committee. Maximizes work performance by enhancing the quality of work lives through good health and physical fitness and encouraging lifestyles to improve and protect physical and emotional health.
25. Working Program Budget Advisory Committee. Develops resource and budgetary information for district Operating Budget submissions; performs periodic analysis of performance against established plan for their own organizations; advises Budget Officer on budgetary matters; resolves budgetary differences; and makes recommendations to the Program Budget & Advisory Committee on resource matters.
26. Workplace Environment OMB. Provides oversight and staff leadership for all processes that involve human relations, work environment and employee services. Its

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objective is to identify process problems and work toward the implementation of process changes that will promote cultural diversity, improve facilities, foster good relationships and enhance the quality of services to all District employees.

APPENDIX B

Executive Office



APPENDIX B

EXECUTIVE OFFICE

1. Commander (CESAW-DE). Directs, supervises, and manages the activities of the District Office staff and the operation of subordinate field offices in accomplishing the assigned mission of the Wilmington District. Serves as Contracting Officer, without limitation, for contracts administered by the District. Acts for the Secretary of the Army in regulating the use of navigable waters of the United States within the Wilmington District. Is directly responsible to the Division Commander, South Atlantic Division, for accomplishment of all assigned missions.
2. Deputy Commander (CESAW-DD). Assists the Commander in directing, supervising, and managing office and field activities of the District in carrying out the District Civil Works Program. Assume duties of the Commander in his absence. Manages the District's support to USMA, Army recruiting program, and the Total Army. Directs the USAR MOBDES Training Program. Serves as the Position Management Officer and as the Mobilization Officer for planning and implementing mobilization responsibilities.
3. Deputy District Engineer for Project Management (CESAW-DP). Assists the Commander in the planning, design and construction of civil works, support for others and military projects. Chairs the District Project Review Board and manages assigned projects and associated district resources through subordinate staff offices and the Programs and Project Management Division. Serves as District Engineer in the absence of the Commander and the Deputy Commander.
4. Executive Assistant (CESAW-DX).
 - a. Assists the Commander in directing, supervising, and managing District activities, in formulating and establishing general policies, procedures, and regulations, and provides required coordination of the staff.
 - b. Coordinates, reviews, and evaluates the effectiveness of administrative and operating policies, and makes reports and recommendations for improvement.
 - c. Exercises the full range of supervisory responsibilities for the following staff chiefs: Equal Employment Opportunity, Public Affairs, Safety, Security and Law Enforcement, Civilian Personnel, Logistics Management, and the Executive Office Administrative staff.

- d. Principal civilian managerial advisor on administrative management matters.
- e. Provides continuity of operations during changes in Executive military leadership.
- f. Serves as Congressional Liaison Officer. Maintains liaison with other government officials.
- g. Serves as the coordinating point of contact for key officials to present problems that affect management policy.
- h. Exercises significant authorities delegated by the Commander.
- i. Staff coordinator for visitors from higher headquarters, congressional, and other agencies.
- j. Reviews correspondence to determine staff assignments and adequacy of actions taken and/or recommendations made.

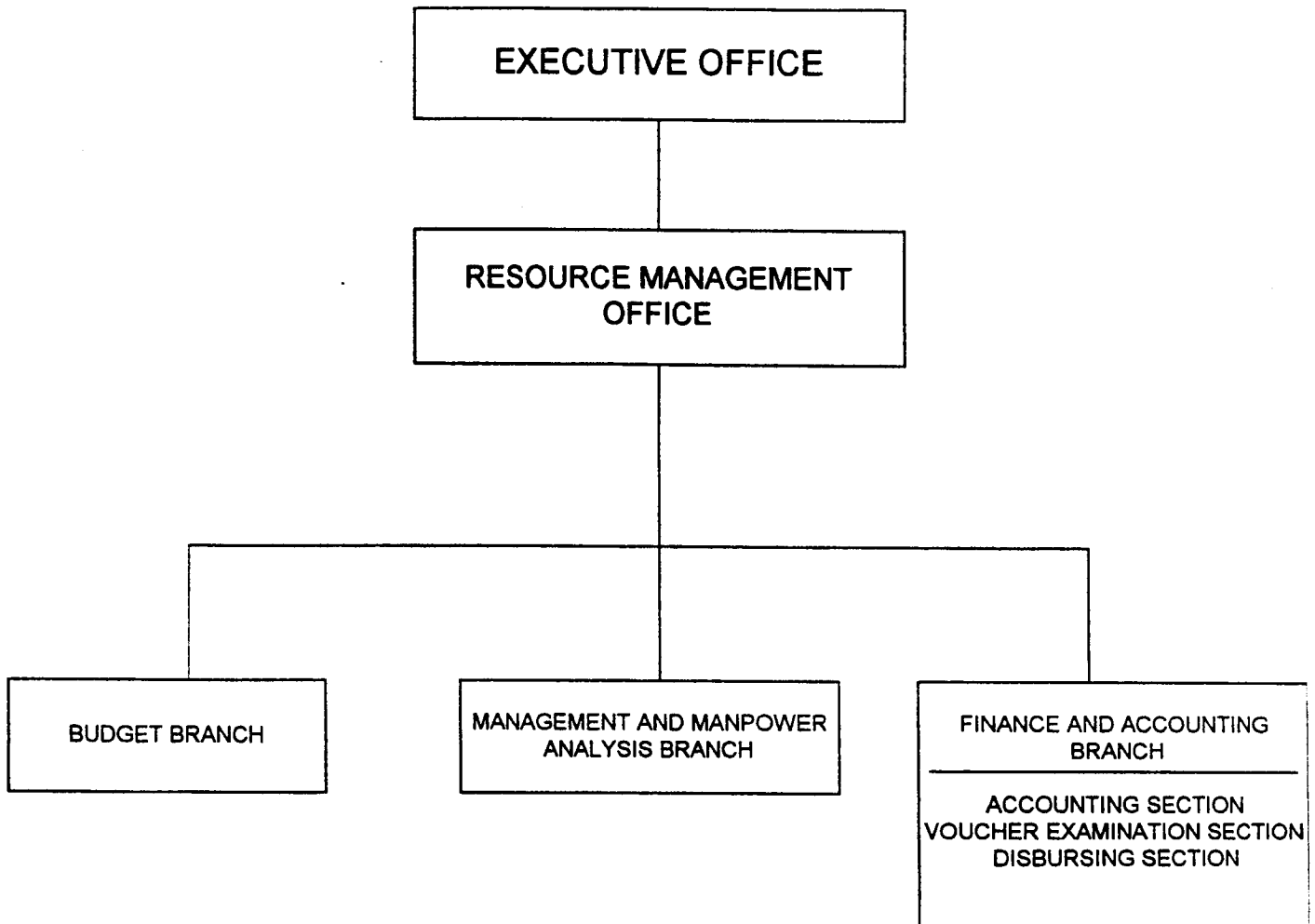
5. Special Assistants.

a. Small and Disadvantaged Business Utilization Advisor (CESAW-BU). Serves as immediate advisor to the Commander, Deputy Commander, and Division and Branch Chiefs on matters concerning the Small Business and Minority Business Programs. Answers inquiries and furnishes guidance to small business concerns of the area concerning their participation in the Department of the Army Procurement programs. Reviews each proposed procurement of \$10,000 or more to determine its suitability for participation by small business concerns and to assure that small business concerns will receive adequate consideration. Recommends unilateral and joint determinations concerning setting aside supplies and construction jobs for small business firms exclusively. Reviews and analyzes reports that reflect small business activity. Seeks out, counsels, and ensures that minority business enterprises will have an equitable opportunity to compete for contracts.

b. Value Engineering Officer (CESAW-VE). Establishes and maintains an active and productive Value Engineering (VE) program in the District. Promotes active contractor participation and assures that maximum cost reduction through VE is realized by adherence to established VE methodology.

APPENDIX C

Resource Management Office



APPENDIX C

RESOURCE MANAGEMENT OFFICE

1. Office of the Chief (CESAW-RM).

a. Serves as advisor to the Commander for all matters relating to internal control, financial management, management analysis, budget, manpower functions, commercial activities, and the Army Ideas for Excellence Program. Assists in maintaining balance, economy, and efficiency in the accomplishment of programmed objectives. Provides continual evaluation of the District Resource Management Program and is directly involved in all major aspects of management of the District, including active participation in the managerial decision-making processes related to general policy setting and affect both long range and short range operation of the District.

b. Directs the activities of the Resource Management Office.

c. Serves as Career Program Manager for the Resource Management and Manpower Career Programs. Provides advice to careerists in these fields.

d. Manages the Army Ideas for Excellence Program (AIEP).

f. Administers payroll liaison function and Savings Bond Program between central payroll office and the Wilmington District.

2. Budget Branch (CESAW-RM-B).

a. Develops the Civil Command Operating Budget guidance and distributes to staff elements. Reviews and consolidates information and conducts the Working Group Program Budget Advisory Committee Review. Prepares schedule and presents proposed budget to the Senior PBAC and obtains approval of the Commander. Analyzes actual costs against budget schedules and recommends reprogramming actions to the PBAC and Commander during periodic reviews.

b. Develops the Five Year Plan and current year budget for the Plant Replacement and Improvement Program (PRIP). Establishes Schedule of Obligations and Expenditures and monitors the program closely. Provides advice and assistance to PRIP users. Initiates and coordinates reprogramming actions with district managers, South Atlantic Division, and HQUSACE.

c. Analyzes budget projections and actual costs and develops or provides oversight on rates for general overhead, departmental overhead, floating plant, vehicles, and other facility accounts. Obtains managers concurrences, performs periodic reviews and adjusts rates as necessary.

d. Analyzes facility account budgets and establishes nominal balances for approval. Monitors balances and recommends rate adjustments to achieve objectives.

e. In coordination with the Program Management Office, develops and submits the Command Automated Budget (CAB) to HQUSACE.

f. Establish and revise effective labor rates for labor cost distribution purposes, including periodic analysis of the status of the accrued leave and Government contributions accounts.

3. Finance and Accounting Branch (CESAW-RM-F).

a. Office of the Chief.

(1) Exercises staff supervision over Finance and Accounting activities of the District. Interprets, implements, and administers accounting procedures and policies. Furnishes technical advice and assistance to all organizational components of the district concerning accounting and reporting and the effect upon the programs and objectives of those components.

(2) Accountable to U. S. Treasury Department as Disbursing Officer.

(3) Develops and implements the F&A Quality Assurance Program.

(4) Provides systems accounting support for the district and coordinates efforts with the Information Management Office.

(5) Responsible for all financial and cost reports to higher authority covering civil works, military works, Revolving Fund, and disbursing activities.

b. Accounting Section (CESAW-RM-FC).

(1) Exercises staff supervision over Civil and Revolving Fund activities including data control. Interprets and administers accounting requirements, implements regulations and procedures therefore, furnishes technical advice and assistance as required. Researches methods and procedures to provide operating officials with

requested information not supplied by the Corps of Engineers Financial Management System (CEFMS).

(2) Civil Works Accounting.

(a) Exercises control over fund authorization through the establishment and maintenance of accounting records and by certification of fund availability before the obligation of available funds. Is accountable for funds control.

(b) Reviews and verifies work allowance, apportionments, and cost transfers, and implements accounting procedures to assure adequacy of funds controls.

(c) Performs accounting for multiple-purpose projects.

(d) Maintains general ledgers and subsidiary cost ledgers for civil works projects and other accounting records required in a computerized accounting system. Reconciles monthly to verify validity of accounting records.

(e) Analyzes accounting input generated by other organizational elements for propriety of charges.

(f) Prepares, reviews, and analyzes accounting reports emanating from the District for submittal to higher authority. Prepares and develops required internal management reports.

(g) Initiates bills promptly for collection and maintains accounts receivable files therefor.

(3) Revolving Fund Accounting.

(a) Maintains general ledgers and subsidiary cost ledgers for Revolving Fund activities and other accounting records required in a computerized accounting system.

(b) Analyzes accounting information generated by other organizational elements for propriety of charges.

(c) Coordinates with operating officials to determine types of cost accounts and reports that will best serve management.

(d) Coordinates with operating officials in determining the most appropriate methods for distribution of Revolving Fund costs to civil projects.

(e) Maintains funds control of reimbursable orders financed by the Revolving Fund for others. Assures that proper documentation is received before initiation of work, that work is within monetary limitations, and billing is promptly accomplished.

(f) Capitalizes all Revolving Fund owned assets. Computes and prepares depreciation, plant increment, and insurance schedules.

(g) Controls Revolving Fund Cash and assures solvency. Prepares recommendations and justifications for submission to higher authority requesting additional cash or reporting surplus cash for withdrawal.

(4) Military Accounting.

(a) Exercises staff supervision over military accounting activities of the district; interprets and administers accounting requirements, implements regulations and procedures, and furnishes technical advice and assistance as required.

(b) Maintains accounting records on all military reimbursable orders and direct fund cites.

(c) Performs review and analysis of military project accounts and evaluates account balances, trends, and conditions to provide guidance to operating officials.

(d) Serves as the focal point to control and prevent violations of 31 USC 1517 (The Anti-Deficiency Act) as concerns military funds.

(e) Performs liaison function with other Corps Divisions/Districts and military installations.

(f) Maintains appropriate records of construction and maintenance contract placement subject to the uniform Corps-wide supervision and administration (S&A) rates.

(g) Initiates bills promptly for collection and maintains accounts receivable files.

(5) Data Control.

- (a) Responsible for liaison between the F&A Branch and the IM.
- (b) Prepares and assembles requests for runs; determines the program to be run and tapes to be used. Discusses with IM any abnormal requests or problems.
- (c) Reviews all IM output for completeness before distribution within F&A.
- (d) Coordinates with IM for processing requirements.
- (e) Assures that all rejected transactions are documented and reinput is necessary.
- (f) Distributes computer printouts to operating officials.

(6) Quality Assurance.

- (a) Performs follow up on previously reported problems.
- (b) Performs Internal Control checklist for the Accounting Branch.
- (c) Performs special reviews as requested by the F&A Officer.
- (d) Develops and maintains SOPs for F&A Branch.
- (e) Reviews and verifies the CSCOA-67 Monthly Operations Report.
- (f) Performs liaison function for other QA external review activities.
- (g) Performs functional review of finance and accounting operations in each section of the Finance and Accounting Branch.
- (h) Develops a written time-phased QA plan of action, encompassing all functional areas of the Finance and Accounting Branch.
- (i) Develops a plan for use during the conduct of the review.

(j) Reviews and checks accounting systems and controls to ensure proper operation.

(k) Reviews the work flow to ensure work force compliance with regulatory procedures.

(l) Ensures report accuracy and compliance with financial regulations.

(m) Identifies existing and potential problem areas in time to permit the Finance and Accounting Officer to take remedial actions.

(n) Prepares and submits reports to the Finance and Accounting Officer on significant findings and recommendations for remedial actions.

c. Voucher Examination Section (CESAW-RM-FE).

(1) Prepares, examines, and certifies all vouchers for payment by the Finance and Accounting Officer.

(a) Determines entitlement of the payee to the proceeds of the voucher.

(b) Computes and verifies the amount due payee.

(c) Determines legality of the payment.

(d) Deducts from vouchers amounts due the Government.

(e) Makes timely submission of certified vouchers to the Disbursing Office for payment.

(f) Computes and determines all amounts due for travel advances and settlement vouchers.

(g) Maintains payment records on travel and commercial accounts as prescribed by the Chief of Engineers and other authorities.

(2) Provides liaison with the Central Payroll Office for matters about civilian pay and leave. Performs CETAL update functions and provides CETAL training to new timekeepers.

d. Disbursing Section (CESAW-RM-FD).

(1) Makes payment on certified vouchers received from other sections of the F&A Branch.

(2) Receives and has custody over all cash for which the Finance and Accounting Officer is accountable.

(3) Makes required deposit of cash collections in the designated depository. Reconciles deposits with the U. S. Treasury.

(4) Maintains registers of receipts and disbursements.

(5) Submits all required documents processed by the Disbursing Section to other sections within the F&A Branch for development of accounting data and reports.

(6) Prepares various disbursing reports to include the Check Issue, SF 1219 Statement of Accountability and SF 1220 Statement of Transactions, Confirmed Deposits, Block Total SF 1179, Voided Checks, SF 1186 Transportation Report to GSA, Aged A/R's, etc.

4. Management and Manpower Analysis Branch (CESAW-RM-M).

a. Conducts management studies involving organizational mission and functions, resources, improved work processes, solutions to special problems, etc.

b. Develops, implements, and administers Army/CE sponsored management and productivity improvement programs. These programs encompass: Cost Reductions, Productivity Measurement, Methods and Standards, and Management Improvement Awards.

c. Reviews, evaluates, and recommends action on proposed changes to missions, organizational structure, and assigned functions. Develops approval requests for higher headquarters.

d. Develops and coordinates, in conjunction with District managers, DR 10-1-1, Organization and Functions of the Wilmington District. Maintains it in a current status.

e. Maintains the District Organization Chart.

f. Coordinates management review programs that assess the District's performance, progress, and trends against assigned missions, programs, and command objectives, e.g., the Command Management Reviews (CMR), Goals and Objectives, Management Indicators and Action Summaries (MI/AS), etc.

g. Manages the District's Commercial Activities (CA) Program.

h. Coordinates internal reviews and command inspections, including the Engineer Inspector General. Serves as the point of contact and ensures logistical requirements are accomplished. Assists in reviews, if requested. Distributes findings and obtains information and prepares command response. Follows up to ensure corrective actions are taken.

i. Manages and implements the Army's Management Control Process (MCA). Provides technical advice, assistance, and consultation on management controls to assessable unit managers. Evaluates the effectiveness of management controls and actions taken to correct weaknesses. Prepares the Commander's Annual Assurance Statement.

j. Coordinates the Committee Management Program. Maintains committee charters and minutes of meetings. Develops guidelines for preparation and review of inter and intra-agency support agreements.

k. Serves as the Defense Regional Interservice Support (DRIS) coordinator for the District. Maintains inventory of interagency agreements.

l. Administers the Government Travel Charge Card Program, including the "ATM In Your Pocket" Program.

m. Coordinates and executes the District Manpower Management Program. Provides manpower and force management services to all elements.

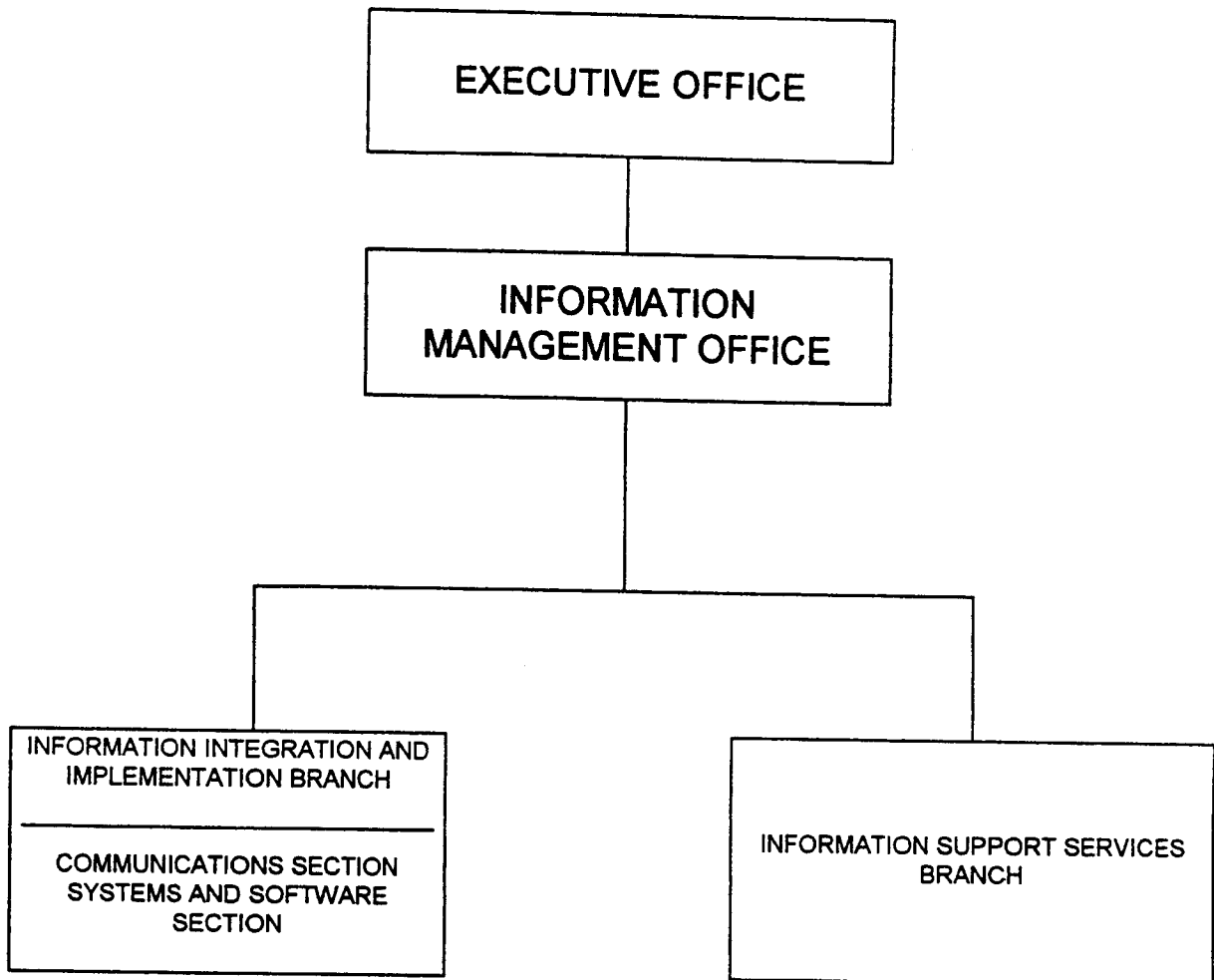
n. Receives manpower allocations from higher headquarters and develops recommendations for suballocation. Determines future manpower trends and recommends change in direction. Exercises technical control over the manpower authorization documents. Validates SF-52 requests for recruitment.

o. Maintains manpower automated reports. Provides all organizational elements with analyses and data regarding manpower resources. Develops manpower usage plans and reports for higher headquarters.

p. Prepares Mobilization TDA (MOBTDA). Participates in mobilization exercises.

APPENDIX D

Information Management Office



APPENDIX D

INFORMATION MANAGEMENT OFFICE (IMO)

1. Office of the Chief (CESAW-IM).

a. Supports the Wilmington District's Information Mission responsibilities as set forth by AR 25-1, AR 25-5, and other related regulations, bulletins, pamphlets and publications. IMO encompasses the following functions:

- (1) Automation to include Office Automation.
- (2) Communications.
- (3) Visual Information.
- (4) Records Management to include Library and Mailroom.
- (5) Printing and Publications.

b. Supports the U.S. Army Information Systems Command (USAISC) mission by performing assigned responsibilities and reporting IMO activities as required through the South Atlantic Division to the Directorate of Information Management (D/IM), USACE.

c. Serves as District point of contact on all matters pertaining to IM. Serves as the IMO Staff Officer; advises the District Commander, and manages IMO activities.

d. Ensures that the life cycle of information, to include collection, processing, storage and disposal, is effectively managed and integrated throughout the District.

e. Develops integrated and responsive information systems in order to maximize the effectiveness of automation, improve productivity and minimize redundant data collection and processing throughout the District. Establishes controls for ensuring the efficient utilization of personnel, equipment, time and monies for the IMO.

f. Establishes district IMO goals, objectives, and priorities. Ensures implementation of appropriate project management techniques.

g. Formulates District plans, policies and procedures, within the framework of general policies by higher authority, for guidance of information management activities. Prepares, maintains, and monitors execution of the District's Information Management Master Plan. Accomplishes and maintains district long and short-range planning for IMO functions.

- h. Reviews district's long and short-range plans and approves plans.
- i. Prepares and submits operating budgets for IMO resources. Manages the expenditure of funds within approved budget.
- j. Exercises staff supervision over district data administration to include formulation of data policy; development and maintenance of data standards and procedures; monitoring and enforcing data policies, standards and procedures, and creation and maintenance of the data architectures.
- k. Implements overall automation system security IAW AR 380-19 and security of telecommunications systems. Coordinates with District security officer IAW 380-19.
- l. Serves as the Career Program Manager for all IMO functions, except GS-1084, Visual Information Specialist.
- m. Insures compliance with the Federal Information Resources Management Regulation (FIRMR).

2. Information Integration and Implementation Branch (CESAW-IM-I).

a. Office of the Chief.

- (1) Directs, supervises, schedules and coordinates all activities of the Information Integration and Implementation Branch.
- (2) Coordinates with District functional elements to ascertain and validate IM requirements, associated costs, and required installation dates and develops necessary plans to meet these requirements. Coordinates acquisition approval for IM hardware and software requirements to ensure efficient utilization. Ensures compatibility of the district's information systems and applications and District communications systems.
- (3) Manages the design, development, implementation, integration, and augmentation of all types of communications and automated data systems. Ensures compatibility and integration of District information systems and applications, including off-the-shelf software.
- (4) Researches and develops potential new information technologies for exploration. Develops and implements procedures for systems prototyping, to include graphics, local area networks, voice activated data entry, and other developing computer and communications technologies.

(5) Supervises the preparation of specifications for all IM hardware, software, and/or services whenever needed. Acts as a consultant to review design/construction specifications for facilities having a high-tech component. Monitors FIP acquisitions.

b. Communications Section (CESAW-IM-C).

(1) Manages district secure and nonsecure communication resources related to the transmission of video, voice, and data for normal, natural disaster, and national emergency operations via telephone, cellular, satellite, radio, and radio/wire integration from and to base and mobile stations, including vessels and inter and intra district communication and District communication to other organizations inside and outside USACE.

(2) Maintains and provides all types of electrical communications and the state of the art technology throughout the district, including mobile (to include floating plant), base (to include stream and tide gages), aerial units, and communications equipment related to automation, word processing, printing, and all peripherals in support of office automation.

(3) Provides technical assistance in joint efforts with other Government agencies in the development of a district-wide communications system to include requesting contracts and executing COR duties to accomplish proper path and site studies, and a proposal for the equipment to institute the system.

(4) Coordinates the securing and maintenance of Corps-owned repeater towers, tower space rented from commercial interests, and space acquired from other agencies for communications.

(5) Provides technical assistance and advice in the development utilization of state of the art equipment, such as electronic transportable communications centers, electronic blackboards and video conferencing, including graphics and letter displays.

(6) Monitors and updates the following items in support of the district's communications network, river level telemetry system, survey systems, offshore tide gage equipment, and all other electronic and electrical equipment.

(a) Cellular service contracts to provide the most cost effective coverage throughout the District.

(b) GSA FTS 2000 voice and data communications to District Office and field

sites.

(c) Annual property inventory including mobile and portable transceivers and all accountable electronic/electrical equipment.

(d) Frequency allocation requests.

(e) Shipyard specifications including maintenance and new installations for marine electronic and electrical equipment.

(f) Security plans and reports.

(7) Receives, reviews, orders and recommends approval/disapproval to Branch Chief on all requests for changes in the District telephone systems.

(8) Prepares various budget information and utilization statistics for the Communications Section.

(9) Provides technical expertise on all local area network design, development, implementation, operations and maintenance. Provides technical expertise in wide area networks.

c. Systems and Software Section (CESAW-IM-IS).

(1) Designs, develops, and implements automated systems and programs using both inhouse and contractual facilities to provide a full range of office automation facilities for the District.

(2) Coordinates the development and preparation of automated procedures, data input procedures, formatting of printed output, magnetic tape/disk record formats, block diagrams of overall system, and the development of computer programs for producing the desired output. Conducts system tests to assure the programs developed are thoroughly debugged and ready to be placed in production. Ensures that automated systems are compatible with Corps-wide systems. Maintains a record of computer programs in progress and completed programs.

(3) Provides District functional elements technical expertise on all automated data system design and development and assists these elements in the development and implementation of computer programs written for host systems, minicomputers and/or microcomputers. Provides advice, guidance, and assistance to automation users in the use of databases and query languages.

(4) Provides technical expertise in contracting automated data system design and development. Provides technical guidance to Contracting Officer Representatives and Contracting Officer Technical Representatives during their automated data system contractual functions.

(5) Performs technical evaluation of information plans including hardware and software requirements.

(6) Provides and supervises the data base administration/data base management system (DBMS) to include providing input to the Data Administrator for the formulation of data policy; establishing access policies; loading or having loaded the data base; and coordinating the design and development of systems that will interface with assigned subsystems. Wherever possible, uses standard database designs and data dictionaries. Reviews all existing databases and reports on all duplicate data elements to Chief, IMO with a recommendation for corrective action.

(7) Executes the information management security program. Implements automated internal controls to protect from fraud, waste and abuse. Maintains physical security of data, IMO equipment and facilities IAW applicable regulations. Establishes policies and procedures for the control and issuing of system passwords.

(8) Develops and applies protective measures to deny unauthorized persons information derived from telecommunications and to ensure the authenticity of communications. Applies physical security measures to communications security information or materials.

(9) Prepares budget and statistical utilization information for CESAW-IM-I.

3. Information Support Services Branch (CESAW-IM-S).

a. Responsible for the execution of the District's computational, data processing and office automation workload and for the development, installation, maintenance and utilization of the District's available computer system(s) and facilities. Maintains appropriate registers, logs and other data for security audit trail purposes.

b. Responsible for systems design, programming and implementation of operating systems software. Performs inspections to determine adequacy of computer system and operating system program design, corrects deficiencies due to faulty design, improves design of future systems and observes maintenance and operation procedures with a view toward recommending changes to conform to design assumptions.

- c. Performs software and data communications operations to include computer systems, tape and software library (including backup tape storage), scheduling, input/output control, executive software, and telecommunications.
- d. Prepares automation equipment system requirements/proposals for initial acquisition, replacement or augmentation of equipment.
- e. Manages all district software.
- f. Establishes policies and procedures for monitoring the handling of sensitive data and printouts in compliance with the Privacy Act and Freedom of Information requirements.
- g. Develops, monitors and assures compliance with IMO's Continuity of Operations Plan (COOP).
- h. Reviews all plans for facility renovations, design of new facilities and requirements for additional space within the facility.
- i. Manages the District-wide Records Management, Directives and Publication Management and Forms Management Programs. These programs include hard-copy and electronic records. Provides the following support services under these programs to the District.
 - (1) Exercises responsibility for the production and distribution of official publications and related media, and the numbering and production of forms.
 - (2) Requisitions, receives, stores, and issues regulatory and specialty publications.
 - (3) Provides internal mail and message services. Handles and distributes incoming and outgoing mail and operates a records holding area. Includes the implementation, operation, maintenance and control of all forms of electronic mail systems.
 - (4) Operates the installation classified and unclassified message and document control center. Responsible for initial receipt and control of classified documents including central storage.
 - (5) Provides written justification for copiers, microfilm equipment, and microform file numbers.

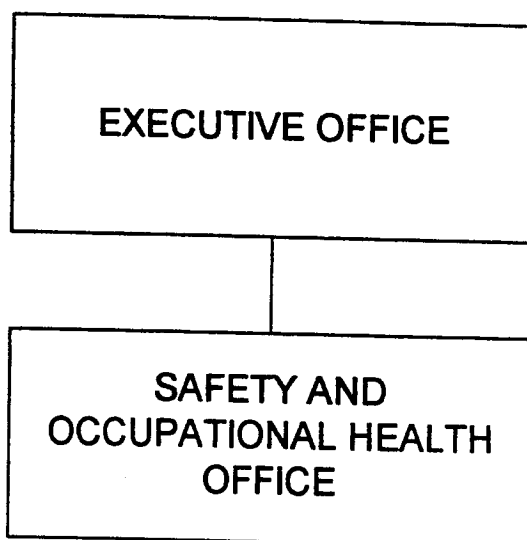
- j. Responsible for planning and management of MICO (AR 335-15).
- k. Serves as District liaison for procuring printing (Government Printing office), binding, photo-reproduction, composing and related services from commercial sources. Determines jobs to be run, scheduling, and quality control for the District's centralized high speed laser printer.
- l. Manages District resources related to Visual Information, such as photography, television, motion pictures, audio and audiovisual media; videoteleconferencing; multimedia graphics, displays, exhibits, Desktop Publishing, and related media. Coordinates audio-visual support for exhibit program. Administers the Quality Control and Compliance Program to the Graphic Standards (EP 310-1-6). Manages production, processing, and reproduction of still picture films, slides, prints and transparencies and other photographic related services. Secures contractual services required for production, processing and reproduction of motion picture films, photography, audiovisual programming, video, etc.
- m. Manages storing, issuing, and receipting for user-operated equipment to include projectors, camcorders, tape recorders, cameras, etc., and provides training in their proper use. Provides for library storage and loan of audiovisual media such as graphic aids, pictures, slides and video recordings. Provides for operation of equipment in support of briefings, conferences, audiovisual areas in the meetings, ceremonies, exhibits, etc.
- n. Manages the operation and maintenance of all branch equipment. Establishes priorities of equipment operation, schedules branch workload, maintains records of equipment usage, and advises users. Obtains contract support to maintain computer systems.
- o. Does technical receiving of IM equipment, allocates equipment to responsible elements, maintains an inventory of IM equipment and reports utilization of same.
- p. The Customer Service Center serves as the "customer's" initial point of contact whenever the customer experiences a problem with IM hardware or software. Either answers/solves the problem, or researches the problem with other members of the IMO and reports solution back to customer as quickly as possible.
- q. Provides assistance necessary for all users to improve their productivity in the operation and use of available IM equipment and software, including the operation of microcomputer equipment and software. Provides on-call assistance for supported microcomputer hardware and software.

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- r. Develops, operates and maintains a quality assurance program to determine the degree of customer satisfaction achieved by the IMO in providing the IM services to the District. Maintains records and statistics on the number of calls/visits received by IMO, amount of time required to correct situation, and the costs associated with the solution. Develops recommended course of action for review by Chief, IMO of repeat situations.
- s. Develops district IM training program, designs course contents, and coordinates with training office to provide the training resources. May conduct training through use of inhouse personnel or by means of contracts with vendors. Evaluates training material (video cassettes, audio cassettes, floppy disks) relating to using microcomputer hardware/software.
- t. Responsible for the development, coordination, and implementation of information systems for decision makers including educating executives and managers to effectively use automation.
- u. Provides a technical information and legal library, selecting, acquiring, organizing, and retrieving material in support of technical and scientific information needs. Prepares bibliographies, literature searches and abstracts as part of the service.
- v. Prepares budget and statistical utilization usage for the Information Support Services Branch.

APPENDIX E

Safety and Occupational Health Office



APPENDIX E

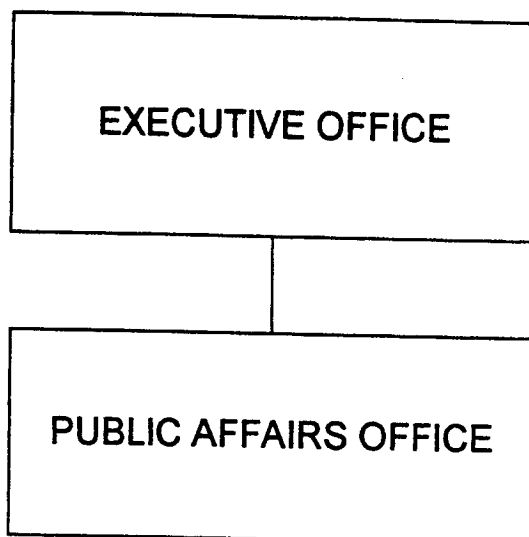
SAFETY AND OCCUPATIONAL HEALTH OFFICE (CESAW-SO)

1. Exercises supervision and management of the Wilmington District Safety Program in accordance with AR 385-10 and Engineer Regulations.
2. Serves as principal staff advisor, technical consultant, and coordinator to the command and the staff in planning, organizing, directing, and evaluating all safety program elements within the command.
3. Develops basic safety program documentation, plans, policies, procedures, and requirements, and maintains and reviews implementing provisions and field applications to assure conformance.
4. Provides technical and professional safety engineering guidance to District personnel to eliminate or control unsafe behavior and unsafe environments to include safety design criteria, occupational safety and health, fire prevention and protection, public safety, and radiological safety.
5. Conducts field and office surveys to determine the degree of compliance with safety program policy and procedures. Measures the effectiveness of supervisors in controlling hazards.
6. Provides technical assistance in accident investigations and reporting. Compiles, analyzes, and disseminates data to assure adequate corrective actions are being taken. Conducts accident statistical evaluations to reveal trends.
7. Prepares progress reports of safety activities; conducts special safety studies and projects.
8. Serves as staff advisor to the program for issuing permits to operate motor vehicles and motorboats.
9. Serves as Radiological Protection Officer of the District.
10. Plans, administers, and executes a comprehensive and continuous medical surveillance program of Occupational Health for Corps employees through the District. Coordinates medical services with contract physicians.

11. Promotes and assists in establishing various types of safety training programs, and ensures adequate training for collateral duty safety personnel.
12. Maintains liaison with other agencies in relevant safety matters.
13. Reviews proposed contract project plans and specifications to identify hazards and to ensure compliance with current safety standards.
14. Maintains a safety office library which contains the latest technical information with regard to explosive safety, OSHA, fire protection and prevention, industrial hygiene, human engineering, radioactive protection, and other related safety subjects.
15. Conducts progressive research to enhance safety programs and policies.
16. Serves as the District Fire Marshal.
17. Reviews O&M Project Safety plans required by ER's.
18. Investigates unsafe safety and health conditions alleged by employees.
19. Provides technical assistance to the staff to assure compliance with occupational safety and health standards in the design, construction, and renovation of new or existing facilities.
20. Provides managerial and technical support for the District's Industrial Hygiene Program including review of job hazard analysis, health hazard inventories, material safety data sheets, personal protective equipment, SOP(s) for hazardous operations, medical surveillance, job related health education, Hazard Communication Program, Confined Spaces Program, and industrial hygiene surveys.

APPENDIX F

Public Affairs Office



APPENDIX F

PUBLIC AFFAIRS OFFICE (CESAW-PA)

1. Plans, directs, coordinates, and executes the Public Affairs Program for the Commander and the Wilmington District. Addresses the public affairs issues that arise during the course of operations.

a. Plans and Policy. Responsible for the overall Public Affairs plans and policies established and implemented in the District. Ensures that all actions are in accordance with regulations from higher headquarters.

b. Command Information (CI). Advises Commander regarding the information needs of the District for specific information and the best methods to present specific CI messages. Assists in obtaining and distributing print and audiovisual products in support of the CI program. Supervises the preparation, production, and distribution of information in print, broadcast, and electronic format. Conducts research on audience attitudes and perceptions of policies, programs, and information needs and relays this feedback to the Commander.

c. Community Relations (CR). Plans, implements, and carries out activities within our regional community relations areas. Develops public understanding of the District and the U.S. Army Corps of Engineers and an appreciation for their contributions to the area served and the nation. Fosters good relations with the various publics with which the District comes into contact. Establishes and maintains liaison with government agencies and civic interests. Serves as an advisor to the District elements concerning any community involvement to include public meetings. Coordinates and supervises the District exhibit program.

d. Public Information (PI). Serves as the District Spokesperson with authority to designate a subject matter expert to conduct discussions with news media representatives. Seeks out, researches, and disseminates technical information of general interest to the news media, Government and private agencies, and civic interests, concerning the Corps of Engineers, the District, and the personnel assigned to and/or employed by the District. Serves as the initial point of contact for the media and monitors all forms of media coverage. Serves as release authority for all materials released to the public domain.

2. Coordinates and reviews all material entered on the Wilmington District's Internet World Wide Web Home Page.

a. Provides oversight, inspection and review of all web pages to ensure that all general interest information posted to a District Web Page complies with Copyright Acts, higher headquarters' guidance and with local policy.

b. Serves as the Page Master for Welcome, History, News and other Public Affairs related pages.

3. Provides overall public affairs guidance to personnel at the District's field projects and its vessels.

4. Responsible for providing Public Affairs support to USACE Huntsville Division and USA Chemical Material Defense Agency in support of activities in the District's AOR under the DERP/FUDS program and the Chemical Demilitarization Program.

5. Responsible for maintaining liaison with various local, State, regional, and Federal Government agencies to include Federal Emergency Management Agency for coordinated release of information during periods of natural disasters.

6. Responsible for maintaining liaison with Congressional and other governmental public affairs officers for coordinated effort of information release on various topics and for contingency planning for accidents/emergencies that would require release of information from higher seats of government.

7. Supplies materials, as requested, to support the civilian aides to the Secretary of the Army, the Total Army Involvement in Recruiting Program, and the Reserve Officer Training Corps.

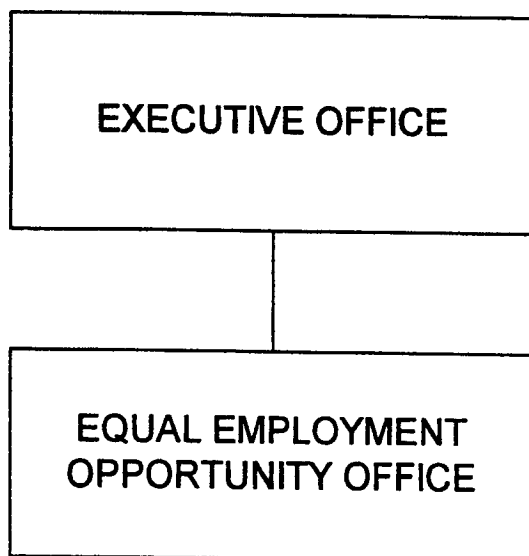
8. Serves as an advisor to the Commander and all District elements on matters that could have a significant public affairs impact. Evaluates local and regional community attitudes, problems, and opportunities.

9. Researches and prepares or rewrites speeches, briefings, and other public presentations in support of the District, to include audio-visual support materials.

10. Serves as liaison between the Commander and the PAO at next higher headquarters.

APPENDIX G

Equal Employment Opportunity Office

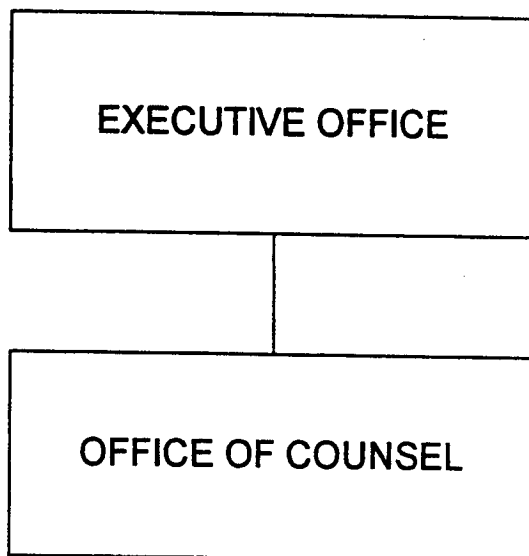


APPENDIX G

EQUAL EMPLOYMENT OPPORTUNITY OFFICE (CESAW-EE)

1. The Wilmington District Equal Employment/Affirmative Employment and Special Emphasis Programs, which include the Federal Women's Program, the Hispanic Employment Program and the Black Employment Program, ensures equal opportunity in all aspects of employment for civilian employees and applicants for employment.
2. Develops a staff and operating Affirmative Employment Program Plan related to the employment and enhancement of minorities and women.
3. Interprets policies and directives issued by EEOC, OPM, DOD, DA, and OCE. Develops and issues implementing procedures and instructions responsive to these policies and directives.
4. Reviews and studies reports of complaints of discrimination, and makes recommendations to alleviate inequitable conditions, and in conjunction with managers and supervisors acts promptly to prevent or correct situations that may give rise to complaints.
5. Processes complaints of discrimination on race, color, religion, national origin, sex, age, or handicap condition.

APPENDIX H
Office of Counsel



APPENDIX H

OFFICE OF COUNSEL (CESAW-OC)

Renders legal assistance and advice to the District Commander and all components of the District Office regarding matters within the jurisdiction or authority of the U.S. Army Corps of Engineers, Wilmington District.

1. Procurement and Contract Law.

- a. Serves as legal advisor for the solicitation, award, administration, and termination of all types of contracts and modifications thereto relating to the civil works program of the District.
- b. Renders advice and assistance on pre-contract disputes involving agency bid protests, mistakes in bids, and other procurement problems. Prepares necessary documentation and arguments for resolution of protests and other disputes within the jurisdiction of the Army Corps of Engineers, the General Accounting Office, and those litigated before the federal courts.
- c. Serves as Procurement Fraud Advisor for the District. Provides legal advice concerning debarment and suspension of contractors and related matters.
- d. Reviews and makes appropriate recommendations on all contractual claims and modifications on District contracts and prepares all contracting officer final decisions. Handles all subsequent contract appeals, to include litigation responsibility where assigned by the Division Counsel.
- e. Recommends the use of alternative disputes resolution processes, as appropriate, for contract claims. Manages ensuing ADR proceedings.

2. Civil Litigation.

- a. Reviews and advises as appropriate in the handling of all lawsuits brought by or against the United States arising out of the programs or activities of the District. Serves as legal advisor concerning the prosecution or settlement of all matters in litigation.
- b. Serves as legal advisor for administrative tort and admiralty claims arising

within the District.

3. General and Administrative Law.

a. Provides legal interpretation of general laws and specific project authorities to the District Commander and his staff.

b. Provides advice and assistance in the preparation of project cooperation agreements and other memoranda of agreement.

c. Provides advice and manages the implementation of the Freedom of Information Act (FOIA) within the District. Acts on FOIA requests to the District and serves as the agency's Initial Denial Authority for FOIA requests to the District.

d. Renders advice on management-employee relations problems. Represents the District in administrative proceedings involving grievances, EEO complaints, Merit System Protection Board hearings and other adverse actions.

e. Provides legal advice on standards of conduct matters arising within the District. Serves as Ethics Counselor for purposes of the Joint Ethics Regulation (DoD Directive 5500.7).

f. Reviews technical documents generated or processed by other staff offices, to include environmental impact statements, wildlife mitigation studies, general design memoranda, utility service contracts, and the like. These are reviewed for consistency with applicable law and agency policy.

g. Provides advice and assistance regarding the use of appropriated funds and other fiscal law matters.

h. In cooperation with Savannah District Real Estate, provides advice on real estate issues associated with the District operations.

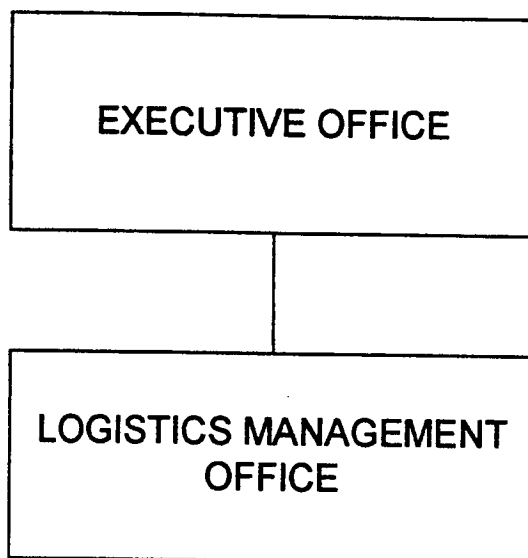
4. Environmental and Regulatory Law.

a. Provides legal advice regarding compliance with environmental laws and regulations in support of the District's civil works program. This includes, but is not limited to, compliance with the National Environmental Policy Act, the Endangered Species Act, the Clean Water Act, the Coastal Zone Management Act, the Comprehensive Environmental Response Compensation and Liability Act, and the Resource Conservation and Recovery Act.

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b. Provides legal advice in support of the Corps of Engineers Regulatory Program, to include permit and enforcement activities arising under Section 10 of the 1899 Rivers and Harbors Act and Section 404 of the Clean Water Act.

APPENDIX I
Logistics Management Office



APPENDIX I

LOGISTICS MANAGEMENT OFFICE (CESAW-LM)

1. Establishes district-wide logistics programs and develops local policies and procedures. Issues implementing guidance for higher echelon regulations, policies, and procedures applicable throughout the District.
2. Conducts inspections and staff visits to other district staff elements and to subordinate area, resident, and project offices to assist in establishing new systems and procedures, and to determine status of logistics program execution. Participation in HQUSACE directed inspections and staff visits to other divisions and districts.
3. Manages the district's career programs in the transportation, supply, and material maintenance career fields.
4. Develops local transportation and traffic management policies and procedures in implementing higher echelon regulations.
5. Provides guidance and policies on furniture, carpet, drapery, and other furnishings.
6. Responsible for the operations of transportation, supply, maintenance, and facilities and logistics services being provided by LMO to the district headquarters offices and field projects. When required, manages the provision of those functions to the division headquarters elements.
7. Serves as the district's point of contact with all outside agencies and activities concerning the logistics functions of transportation, supply, material maintenance, and facilities management.
8. Provides input to mobility planning for all logistical support and necessary facilities at alternate command operating sites.
9. Serves as POC with GSA/building owners or installation host on all facilities maintenance problems, building alterations, and work space allocation requirements.

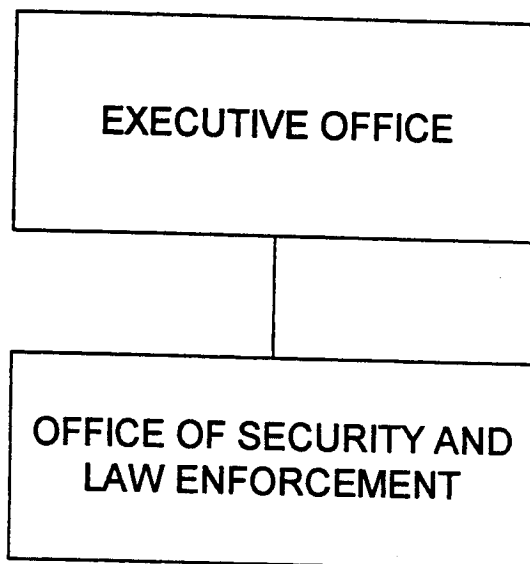
10. Administers HQUSACE guidance and standards, and advises HQUSACE of major changes necessary to assure implementation of an intensive maintenance program for all personal property, to include floating plant, dredges, COMSEC, survey, geological, and computer equipment.
11. Develops local motor vehicle policies and procedures; operates the district motor pool to include GSA or commercial leased, and civil works vehicles. Performs vehicle maintenance with in-house resources, by contract, or by purchase order with local vendors.
12. Administers travel management, to include developing local policies and procedures, issuing and authenticating travel orders, processing requests for theater clearances, and monitoring contracts for travel services.
13. Processes Government Bills of Lading for movement of material.
14. Provides passenger transportation services on common carriers and rental car companies either through in-house travel services or by contract services.
15. Develops overall, general local policies and implements overall, general higher echelon policies and procedures pertaining to the maintenance of all personal property. Develops detailed local policy and implementation procedures on maintenance for those groups of property reserved to Logistics Management. Develops only general policy and implementation for those federal groups of property reserved to the using element, such as ADP equipment.
16. Implements policies on "repair" versus "replace" criteria for personal property in accordance with provisions of paragraph 6 above.
17. Ensures that equipment utilization inspections are conducted and documented in accordance with ER 700-1-1 and ER 750-1-1.
18. Screens excess and surplus property lists to see if requisitions can be filled prior to making purchase.
19. Provides for the proper receipt and distribution of all equipment, supplies, and material. Issues policies and guidance for receiving activities at district and project sites.
20. Performs the functions of property management to include personal property accountability (property book function), i.e., marking, inventorying, and controlling.

21. Develops local policies and procedures for the maintenance of accountable property records, and file of equipment utilization checks.
22. Manages the overall personal property disposal program. In accordance with governing directives, takes appropriate action to dispose of excess personal property and material to include inspecting, classifying for segregating, storing, and circulation.
23. Maintains stock of commonly used supplies, and operates a self-service supply room.
24. Uses MILSTRIP and FEDSTRIP requisitioning to the fullest extent to meet supply requirements.
25. Ensures that Government-owned contractor-held property is controlled, safeguarded and inventoried in accordance with applicable regulations.
26. Administers the storage and disposal of hazardous/toxic waste for the Wilmington District and field locations. Serves on the Hazardous/Toxic Waste and Materials Management Committee.
27. Develops local supply policies and procedures in implementing higher echelon regulations concerning supply discipline.
28. Ensures that all requisitions/purchase requests for equipment and supplies have the proper authorizations and justifications required for acquisition.
29. Provides office/work area space management, and implements higher echelon policies on standards for work space allocation. Issues local guidance and standards for layout planning, office environment, and decor. Maintains space management data base and provides input on allocation of office and work space.
30. Provides moving services through use of in-house or contract labor.
31. Reviews procurements for impact on facilities, floor loading, utilities, and work space requirements.
32. Manages the real property program, including program planning, development and reporting, and real property program execution including real property maintenance and any new construction activities for all military funded and revolving funded owned/leased real property. Issues policies and regulations governing use of real property and the management of real property, furnishes technical assistance and

guidance to the operating activities, makes periodic visits as necessary to assess real property use. Ensures efficient utilization of all lands and facilities, maintains current space utilization data and ensures that this data, along with an accurate real property inventory, is integrated into the masterplan in accordance with current regulations. Ensures that utilization surveys are conducted, compiles space management data and reports to Headquarters, Department of the Army and the General Services Administration (GSA). Exercises management oversight for all operations and maintenance of building and utility systems, alterations, building maintenance, janitorial services, space management utilization and control, energy conservation, fire protection and prevention, and parking to include GSA-owned, Corps-owned, and commercial leased property.

APPENDIX J

**Office of Security and Law
Enforcement**



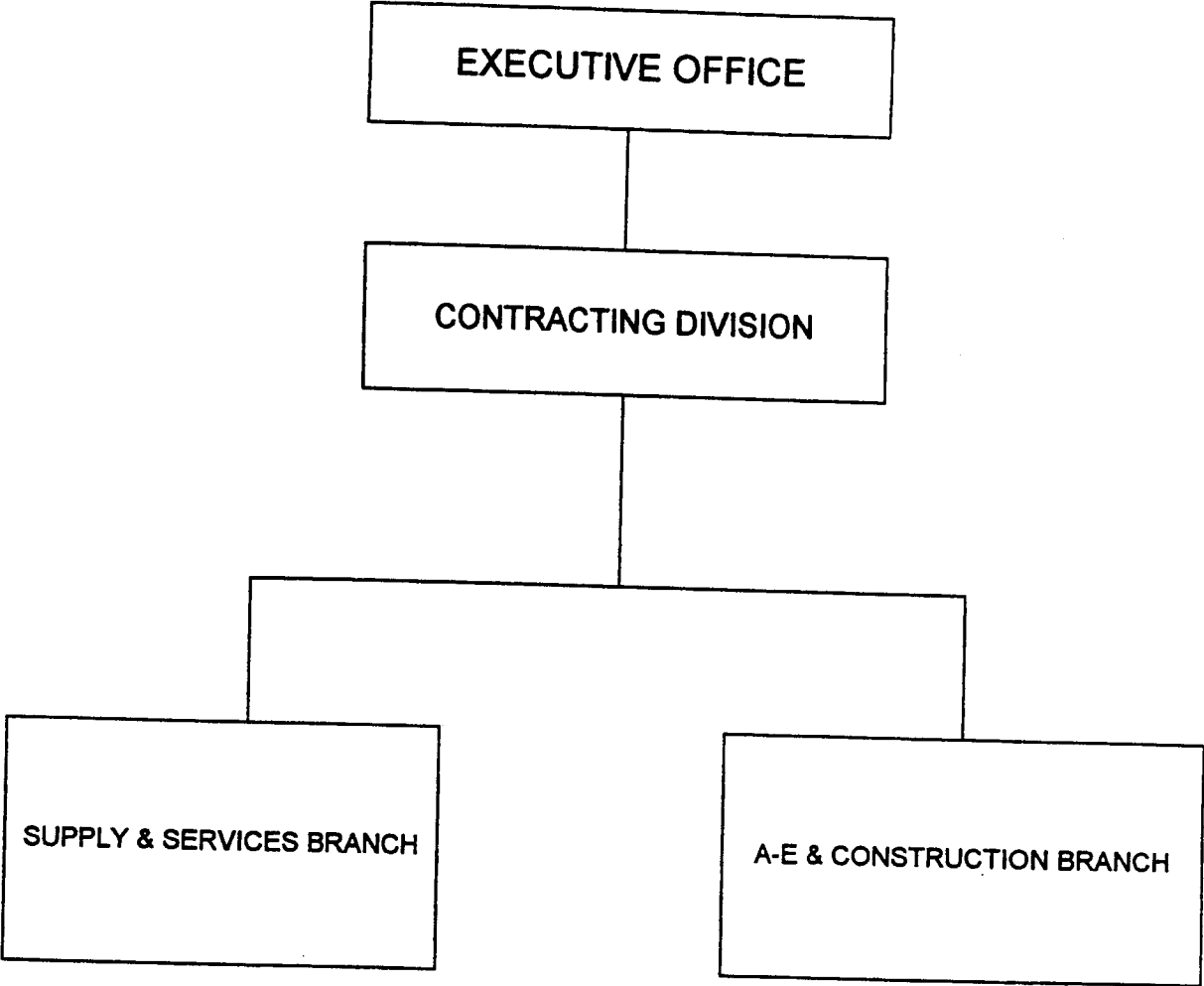
APPENDIX J

OFFICE OF SECURITY AND LAW ENFORCEMENT (CESAW-PM)

1. Advises the District Commander on all aspects of Security and Law Enforcement in the Wilmington District.
2. Develops plan, policies, regulations, and procedures for the security of Government property, personnel, and facilities.
3. Develops and manages the District Crime Prevention Program.
4. Conducts physical security inspections/surveys as required.
5. Conducts and monitors the investigations of criminal offenses, fraud, malfeasance and/or misfeasance affecting the Wilmington District.
6. Maintains liaison with local, county, state, federal and military law enforcement agencies.
7. Coordinates Security and Law Enforcement matters pertaining to visits of VIPs and foreign nationals.
8. Reviews designs and specifications for construction projects to ensure compliance with security regulations, and makes recommendations for more effective security and crime prevention features.
9. Administers the Personnel Security Clearance Program in accordance with current regulations.
10. Serves as Visitor Control Officer.
11. Coordinates with PAY on matters pertaining to the release of information to or about foreign nationals.
12. Serves as the Top Secret Control Officer in accordance with AR 380-5.
13. Conducts and monitors the Forensic Toxicology Drug testing program.

APPENDIX K

Contracting Division



APPENDIX K

CONTRACTING DIVISION

1. Office of the Chief (CESAW-CT). Plans, directs, and exercises staff supervision over all phases of contracting in accordance with APP XII to ER 10-1-3.
 - a. Interprets policy and procedures emanating from higher authority, and develops policy and procedures.
 - b. Serves as consultant and principal advisor to the Commander and technical/supporting staff on policy and procedural matters pertaining to contracting activities.
 - c. Develops the operating program of the Contracting Division, based on forecasts of requirements furnished by other elements of the District organization.
 - d. Provides staff oversight and supports the contracting activities of other offices except those involving real property or interests therein.
 - e. Performs staff oversight over A/E contracting and construction administration function for the District to assure compliance with Federal Acquisition Regulations (FAR) and supplements. Provides recommendations to the Commander for improvements and corrections in A/E contracting and construction contracts administrative procedures.
 - f. Maintains liaison with industry, military, and other government agencies on procurement matters.
 - g. Ensures compliance with Competition in Contracting Act (CICA) of 1984 for full and open competition by assisting the Competition Advocate in meeting objectives.
 - h. Issues policy on all contracting matters.
 - i. Participates in acquisition planning of District requirements providing expertise in such areas as the breakout of requirements, contract type, milestone data, and methods of procurement.

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j. Provides administrative support and staff oversight over contract administration functions in the District.

k. Manages the Defense Material System and Defense Priorities Allocation System. Processes actions for expediting assistance on critical programs.

l. Manages District Career Program for and acts as counselor to all individuals in the CP-14 contracting occupational series.

m. Initiates and implements procedures to comply with higher authority on contracting matters. Prepares reports to higher authority.

n. Receives requests for contract audit of civil projects and forwards to appropriate agency. Maintains tracking system for audit reports including required reports concerning status.

o. Conducts monthly quality assurance study to determine sufficiency of contracting.

p. Manages and implements contract automation.

q. Serves as Contracting Officer.

2. Supplies and Services Branch (CESAW-CT-S).

a. Plans, directs, and exercises supervision over the full acquisition process (preaward, post-award, and terminations) for service and supply contracts.

b. Establishes or interprets contracting policy and procedures and coordinates with and assures compliance by personnel in all District elements involved in the contracting process.

c. Participates in acquisition planning as required.

d. Receives requisitions, analyzes, determines prospective sources, determines method of procurement, prepares invitation for bid, request for proposal, request for quotation. Prepares contracts or modifications in final form, executes or secures execution thereof, and makes formal distribution of contracts/modifications.

e. Receives, opens, and abstracts bids and proposals.

- f. Conducts prenegotiation meetings and negotiations as required. Conducts preaward surveys and evaluations thereof.
 - g. Negotiates and awards/issues contracts and modifications.
 - h. Furnishes guidance and reviews activities of Ordering Officers.
 - i. Prepares and staffs mistakes in bid and protest of award cases involving solicitations issued by the Branch.
 - j. Performs staff oversight over simplified acquisitions made in the field offices to assure compliance with the Federal Acquisition Regulations (FAR) and its supplements.
 - k. Maintains a follow-up on contracts and purchase/delivery orders to ensure timely delivery.
 - l. Processes documents for contract close-out.
 - m. Conducts contract administration on assigned contracts.
 - n. Prepares reports for higher authority on volume and type of procurement actions as required by regulations.
 - o. Develops and maintains bidders lists, issues plans, specifications.
 - p. Maintains the official contract and small purchase files for the Branch.
 - q. Provides backup clerical support for Contracting Division as required.
 - r. Serves as Contracting Officer.
3. A-E and Construction Branch (CESAW-CT-C).
- a. Plans, directs, and exercises staff oversight over the full acquisition process (preaward, post-award and terminations) for A-E and construction contracts.
 - b. Establishes or interprets contracting policy and procedures and coordinates with and assures compliance by personnel in all District elements involved in the contracting process.

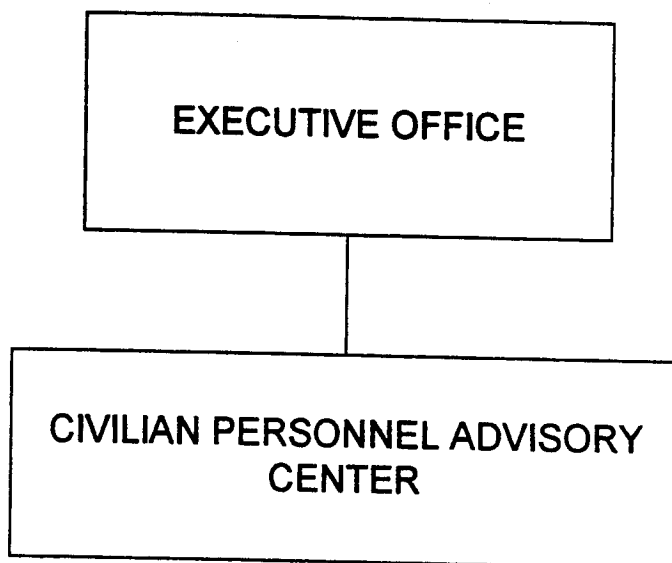
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- c. Participates in acquisition planning as requirement is identified.
- d. Receives requisitions, analyzes, determines prospective sources, determines method of procurement, prepares invitation for bid, request for proposal, request for quotation. Prepares contracts or modifications in final form, executes or secures execution thereof, and makes formal distribution of the completed contracts/modifications.
- e. Receives, opens, and abstracts bids and proposals.
- f. Prepares and staffs mistakes in bid and protest of award cases involving solicitations issued by the Branch.
- g. Prepares or assists in preparation of Contracting Officer decisions in final form. Performs preaward surveys of prospective contractors. Participates in prenegotiation/ negotiation meetings as required.
- h. Oversees or prepares and distributes pre-solicitation notices (excluding dredging contracts), CBD announcements, notices of award and notices to proceed.
- i. Develops and maintains bidders lists for issuance of plans and specifications; oversees and/or reviews preparation of invitations for bids, and requests for proposals.
- j. Prepares and staff milestones (procurement plan) for the offer, negotiation, preaward and award of 8(a) contracts.
- k. Participates in administration of 8(a) construction contracts to ensure compliance with contract terms and conditions, including timely performance, and quality assurance. If required, requests assistance from Small Business Administration. When appropriate, assigns certain administration tasks to others such as Defense Contract Administration Service (DCA).
- l. Administers the Defense Priorities and Allocation System.
- m. Processes and reviews preaward and post-award of modifications issued by Administrative and District Contracting Officers. Assures that contract file is documented to provide complete audit trail for contract modifications. Participates in joint pre-award reviews with legal and technical personnel on all modifications over \$500,000.

- n. Prepares Justification and Approval (J&A) for noncompetitive acquisitions.
- o. Processes documents for contract close-out.
- p. Maintains official contract files for A-E construction except real estate.
- q. Processes qualifications and prepares nominations for appointments as Contracting Officer, Contracting Officer Representative, Ordering Officer, and Administrative Contracting Officer.
- r. Prepares, processes and maintains SADBUs reports.
- s. Prepares reports for higher authority and Small Business Administration on volume and type of procurement actions as required by regulations. Prepares other reports as required.
- t. Serves as Contracting Officer.

APPENDIX L

Civilian Personnel Advisory Center



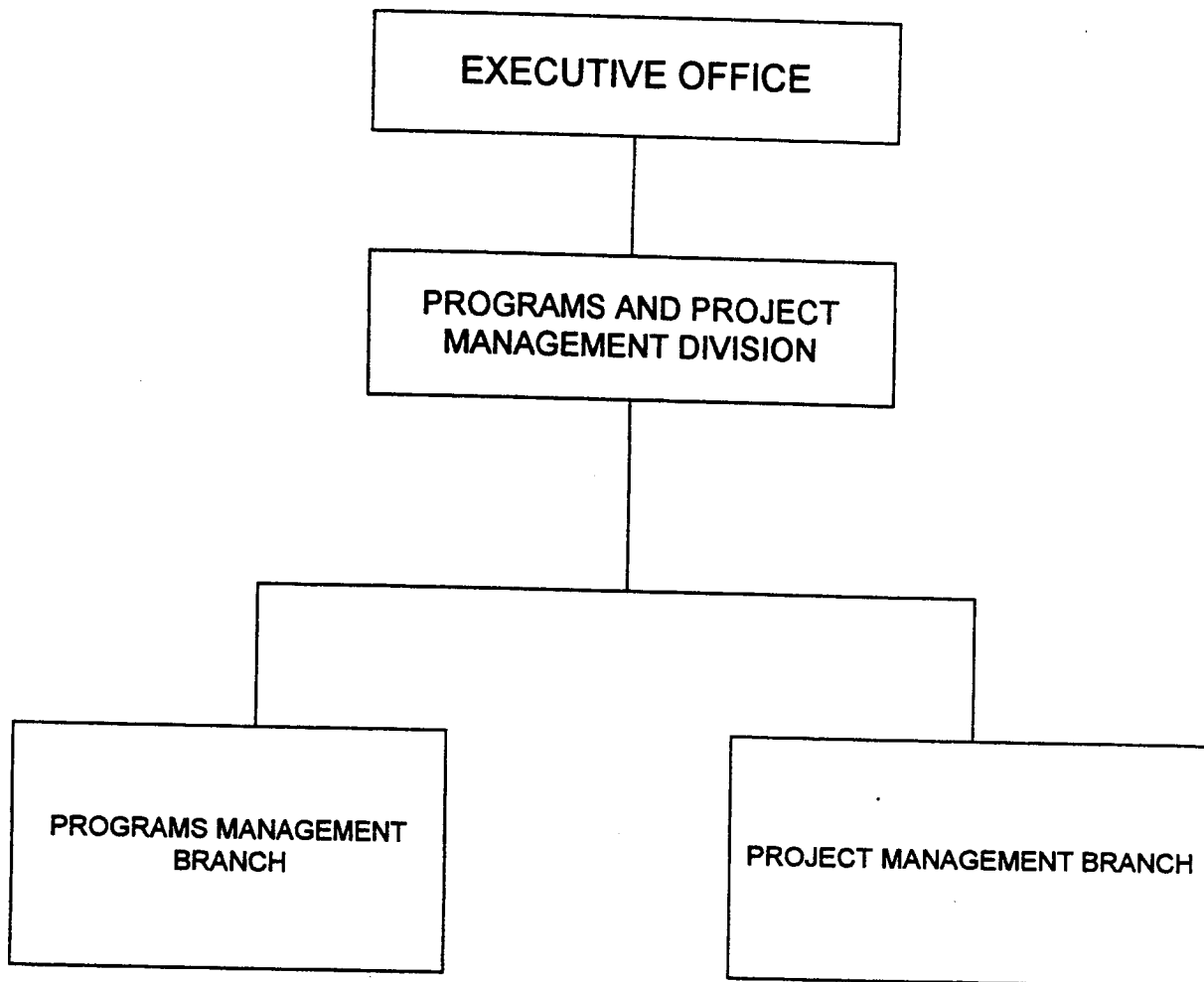
APPENDIX L

CIVILIAN PERSONNEL ADVISORY CENTER

1. Provides civilian personnel management advisory services necessary to recruit, compensate, train, develop, utilize, and retain a qualified, talented, highly motivated, and efficient workforce. Develops and maintains a local civilian personnel program, implementing Department of Defense, Army, USACE, Division and District policies, programs and legal and regulatory requirements.
2. Provides advice to managers to ensure consistency and equity of position management and classification actions. Classifies civilian positions.
3. Consults with managers on the development and implementation of effective recruitment and selection strategies. Helps managers to provide equal employment opportunity to employees and outside applicants in accordance with applicable policies and regulations.
4. Advises managers on labor/management and employee relations program administration. In accordance with law and regulation, endeavors to facilitate relationships with the labor unions that are cooperative and constructive. Advises managers on conduct and performance management issues. Assists managers with performance appraisal system administration. Assists in the resolution of grievances and appeals.
5. Assists managers in implementing programs and policies to provide employees with opportunities for training, development, and advancement.
6. Assists managers in the administration of the incentive awards program, including performance awards.

APPENDIX M

Programs and Project Management Division



APPENDIX M

PROGRAMS & PROJECT MANAGEMENT DIVISION

1. Office of the Chief (CESAW-DP).

a. Exercises principal staff responsibility for Programs and Project Management of assigned Civil Works, Military and Support For Others, projects.

b. Implements the execution of USACE's Project Management system to provide a stronger project orientation, improving project continuity, accountability for project schedule, cost, budget, quality and customer interface.

c. Develops the District Civil Works annual and multi-year programs based on individual project and activity input from the other functional elements. Support Civil Works and Military Programming process by providing input to the annual project budget and schedule information to accommodate Congressional budgeting and reporting, including reprogramming documents for assigned projects.

d. Receives, interprets, disseminates and directs the implementation of program and project guidance, directives and correspondence from higher headquarters.

2. Programs Management Branch (CESAW-PM-P).

a. Develops the Civil Works programs.

(1) Prepares and submits all District Civil Works programs and supporting program data based on input received from the technical components.

(2) Requests and reviews study and planning cost estimates; prepares and updates preconstruction, engineering and design (PER) and project costs estimates (PB-3); and analyzes and justifies changes from prior estimates.

(3) Develops new starts recommendations in accordance with eligibility, selection, and prioritization criteria.

b. Presents and defends the annual and multi-year Civil Works program.

(1) Prepares or analyzes and validates justification data for testifying officers, and other data and analyses used to support program submissions to division office, HQUSACE, OASA(CW), OMB, and the Congress.

(2) Prepares program defense for the commander and actively participates in preparing the division commander for Congressional hearings testimony.

c. Participates in achieving the efficient execution of the current year Civil Works program.

(1) Establishes savings and slippage funding reductions to specific studies and projects.

(2) Prepares the Current Year Program Schedules and validates obligation and expenditure schedules for program execution.

(3) Monitors program progress, evaluates performance, determines causes for deviations from schedules, and implements, in coordination with subprogram managers, program changes and funding adjustments.

(4) Participates in the preparation of local sponsor advance construction agreements (Section 215, P.L. 90-483) and local sponsor financing plans, and evaluates proposed letters of assurance and local cooperation and contributed funds agreements.

d. Analyzes the Civil Works workload and prepares estimates of manpower requirements.

(1) Develops, in coordination with functional elements, civilian force configuration (FORCON) data comprising manpower requirements compatible with the President's budget request and/or Congressional appropriations.

(2) Correlates and analyzes Civil Works program funds and work schedules. Recommends manpower allocations by function and organization based on analyses of the program and its workload, by type and volume.

(3) Analyzes workload distribution throughout the year to recommend necessary adjustments.

e. Interprets, and determines impact of, all pertinent legislation, programming and budgeting guidance and regulations, annual programming criteria, and other directives provided by higher authority, giving full consideration to consistency with Administration policy.

- f. Develops special analyses and data for response to communications from non-Federal agencies, local interests, news media, the general public, members of Congress, and the Department of Defense and other government agencies, to provide information about study and project justification, consequences of program changes, funding capabilities, and other program matters.
- g. Prepares District's portion of the Annual Report of the Chief of Engineers on Civil Works Activities and biannual State Pamphlet.

3. PROJECT MANAGEMENT BRANCH (CESAW-PM-C).

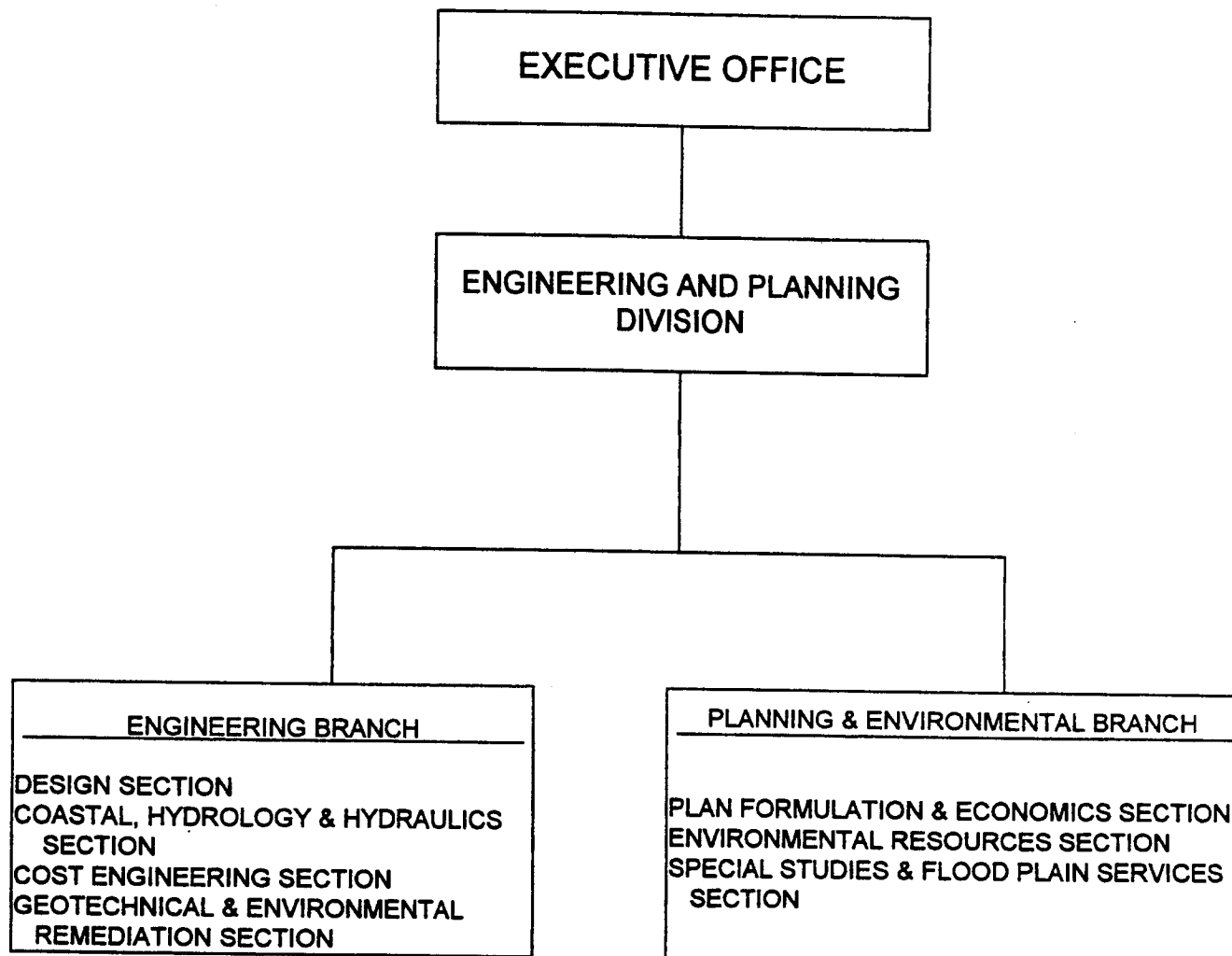
- a. Implements the District's Project Management System.
- b. Develops the Project Management Plans (PMP), including an integrated project schedule cost, and budget. Monitors project execution, manages changes, makes and/or recommends necessary adjustments based upon changes and performance in accordance with the PRB endorsed PMP.
- c. Provides leadership in establishing district management processes and procedures to effectively manage the scope, quality, project cost, budget and schedules of Civil Works, Military and Support For Others projects. Further defines project interfaces, roles and responsibilities, providing strong project and customer orientation, improving project continuity and accountability.
- d. Provides the primary customer interface for the District. Insures that customer/sponsor concerns are addressed throughout all phases of project development and execution.
- e. Provides project specific analysis and feedback to the district PRB, coordinating the resolution of project issues with the various functional elements, minimizing the impacts on project schedules, cost and budget. Provides upward reporting.
- f. Reviews, coordinates and obtains the appropriate level of approval for project cost estimate and schedule changes, in accordance with Project Management Plans. Submits recommendations for approvals to higher headquarters those cost or schedule changes required by legislation or policy.
- g. Provides principal staff oversight for the development, coordination and approval of Project Cooperation Agreements, Memorandums of Understanding, or other agreements requiring customer, division or higher headquarters approval.

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h. Integrates project schedules into a comprehensive district schedule, analyzes district workload, develops and coordinates manpower requirements with functional chiefs.

APPENDIX N

Engineering and Planning Division



APPENDIX N

ENGINEERING AND PLANNING DIVISION

1. Office of the Chief (CESAW-EP).

- a. Exercises administrative and technical supervision of the Engineering and Planning Division to the end that assigned missions are planned, accomplished, and reported on in the most efficient and effective manner.
- b. Serves as engineering and planning consultant to the Executive Office, participating with or representing the Commander in policy and administrative meetings with Federal, State, and local officials and the public.
- c. Provides technical product management and is the single point of contact with Project Management and other District Divisions regarding quality, timeliness, and cost effectiveness of the technical products from Engineering and Planning Division. Serves as a member of the Project Review Board.
- d. Ensures that all Division work is accomplished using the principles of Total Quality Management.
- e. Develops budget and manpower requirements for Engineering and Planning Division. Supports requirements with the Program Budget Advisory Committee and the Manpower Review Committee and assures appropriate use and execution of approved budget and authorized manpower spaces.
- f. Serves as the approving officer for cost estimates, consistent with current USACE guidance.
- g. Serves as the District Dam Safety Officer.

2. Engineering Branch.

a. Office of the Chief (CESAW-EP-E).

- (1) Conducts and manages the technical activities of the Branch. Coordinates and formulates Branch project funding needs and allocations, project scheduling

commitments, project workload distribution and manpower utilization. Provides policy guidance and direction for project technical management, project documentation, technical issues, and promotes coordination among sections to satisfy project objectives and customer satisfaction.

(2) Coordinates assigned engineering efforts related to navigation, flood control, beach erosion control, hurricane protection, hydropower, water conservation, domestic and industrial water supply, water quality management and improvement, recreation, and hazardous and toxic waste materials.

(3) Serves as the Contracting Officer Representative for engineering service contracts with A-E firms, both Firm Fixed Price and Indefinite Delivery types. Provides oversight management of these contracts for instructions, quality, and contract performance in coordination with Section day-to-day technical management.

(4) Serves as the liaison with IMO for Engineering Branch computer requirements. Formulates and plans for Engineering Branch automation needs, both hardware and software systems.

(5) Serves as the manager for project drawing standards, drawing records, and associated automation systems for the Branch.

(6) Supervises Engineering Branch personnel and activities.

b. Design Section (CESAW-EP-ED).

(1) Plans, organizes, directs, coordinates, schedules, and executes civil, structural, and sanitary engineering (water and wastewater) and landscape architecture design activities of the District. Manages products having primary emphasis in these technical areas, including coordination with other Federal and non-Federal interests and the administration of contracts with design consultants.

(2) Exercises administrative and technical supervision over the activities of the Section. Provides Section budget and assures appropriate execution of the authorized budget. Assures all work is done in accord with the principles of Total Quality Management. Develops manpower requirements for the Section and provides justification, as necessary.

(3) Provides technical management and takes a lead role for selected projects where the primary features are Section functional responsibilities. Technical Managers function consistent with established office practice and the project management system.

(4) Develops conceptual, preliminary, and final design for various District projects, including highways, railroads, recreational sites, O&M facilities, small flood control projects. In conjunction with Coastal, Hydrology, and Hydraulics Section, prepares final plans and specifications for new work navigation, hurricane and storm damage reduction projects, and upland dredge material disposal sites.

(5) Develops conceptual, preliminary, and final design for various types of structures, including buildings, highway and roadway bridges, box culverts, flood walls, drop structures, low level release structures, dams (other than earth and rockfill), navigation locks, small hydropower structures, structural features of coastal projects, retaining walls, and other miscellaneous structures.

(6) Prepares design memorandums, construction drawings, technical specifications, and quantity estimates for assigned projects.

(7) Prepares technical support to the Periodic Inspection and Continuing Evaluation Program for Civil Works structures.

(8) Manages and is technically responsible for the Periodic Inspection Program for Corps-owned highway and project access bridges.

(9) Provides design expertise in the application of handicap criteria and Life Safety Code. Serves as program coordinator for the Eastern Paralyzed Veterans Association (EPVA) Cooperative Review Program

(10) Provides technical expertise in corrosion engineering and protective coatings.

(11) Provides technical inspection support in processing Foreign Trade Zone applications in conjunction with the U.S. Department of Commerce.

(12) Develops pavement design jointly with Geotechnical and Environmental Remediation Branch.

(13) Manages and administers A-E contracts for technical studies and designs having primary emphasis in the area of structures to include development of work requirements, preparing Government fee estimates, assisting in negotiations, directing the work, reviewing documents, and making final acceptance.

(14) Provides technical support to ongoing construction contracts having civil, structural, and sanitary engineering and landscape architectural related design features through field

inspections, review of contractor submittals, and preparation of contractor modifications involving changes to design. Prepares O&M manuals and Engineering Considerations and instructions for field personnel.

c. Cost Engineering Section (CESAW-EP-EE.)

(1) Exercises administrative and technical supervision over the activities of the Section. Provides Section budget and assures appropriate execution of the authorized budget. Assures all work is done in accord with the principles of Total Quality Management. Develops manpower requirements for the Section and provides justification, as necessary.

(2) Performs all cost engineering activities associated with construction estimates for all projects in the District.

(3) Prepares all construction and dredging cost estimates including those related to preauthorization feasibility studies and review reports, design memoranda, miscellaneous engineering studies, those based on completed plans and specifications, the Government estimates of fair and reasonable cost to contractors, and contract modifications.

(4) Provides the principal negotiator for all A-E, professional services, and construction contracts and for construction contract modifications when so designated. Maintains A-E files and coordinates A-E data programming. Coordinates and assists in preparation of A-E procurement synopses, cost estimates, and scopes of work. Documents A-E Preselection and Selection Board actions. Prepares required documentation for A-E and professional service contracts.

(5) Prepares and/or reviews scopes of work and cost estimates for all District surveying and mapping contracts. Manages the contracting of surveys and the survey contract work. Serves as COR on all surveying and mapping contracts except hydrographic. Provides professional surveying and mapping expertise to all District elements (excluding hydrographic surveying). Manages and coordinates all contracting for topographic surveying, mapping, aerial photography, boundary surveys, and engineering surveys in support of planning, design, and construction activities.

(6) Maintains the District files and records for all cost engineering, survey maps (excluding hydrographic), and other pertinent survey, mapping, and photogrammetric data.

(7) Administers the District Value Engineering program.

(8) Coordinates, finalizes, and assembles all construction contract specifications. Prepares invitation for bids, bid forms, and special provisions; reviews and correlates technical

sections prepared by other elements of the District. Reviews specifications prepared by Architect-Engineers and maintains files of OCE Guide Specifications and other standard specifications.

(9) Provides Architect-Engineer Liability Coordinator.

d. Coastal, Hydrology, and Hydraulics Section (CESAW-EP-EC).

(1) Plans, organizes, directs, schedules, and coordinates the work of the Branch which encompasses the coastal and hydrologic engineering, hydraulic design, and reservoir regulation activities for the District. Serves as the Water Control Manager for the District. Serves as a member of the Dam Safety Committee. Manages products having primary emphasis on these technical areas, including coordination with other Federal and non-Federal interests and the administration of contracts with design consultants.

(2) Exercises administrative and technical supervision over the activities of the Section. Provides Section budget and assures appropriate execution of the authorized budget. Assures all work is done in accord with the principles of Total Quality Management. Develops manpower requirements for the Section and provides justification, as necessary.

(3) Provides technical management and takes a lead role for selected projects where the primary features are Section functional responsibilities. Technical Managers function consistent with established office practice and the Project Management system.

(4) Conducts preliminary and final technical analyses and designs, prepares plans and specifications related to coastal hurricane and shore protection, and, in conjunction with the Design Section, prepares plans and specifications for new work navigation improvement projects. Develops model testing programs and performs overall management of physical and numerical model studies conducted at Corps testing facilities when such studies are required in the post authorization period.

(5) Provides engineering design management in support of studies and projects in the Continuing Authority Program. This program includes, but is not limited to, the following authorities:

(a) Small beach erosion control studies (Section 103).

(b) Mitigation or prevention of shore damages resulting from navigation projects (Section 111).

- (c) Small navigation improvements (Section 107).
- (d) Beach disposal navigation maintenance material (including Section 933).
- (e) Environmental restoration (Section 1135).

(6) Provides engineering support to District's navigation maintenance program. Provides consultations and performs detailed investigations concerning navigation channel siltation problems and improvement thereto. Provides technical input for comprehensive studies of long-range dredge material disposal related to authorized navigation projects. Monitors performance of constructed coastal projects and identifies design deficiencies should they occur.

(7) Performs work for other districts and agencies as requested. Provides reimbursable coastal engineering services to other agencies of the Federal Government, such as the U.S. Coast Guard, National Park Service, and Military Traffic Management Command. Provides advice on coastal matters to State and local governments upon request.

(8) Provides hydrologic and hydraulic engineering support to all elements of the District. Planning function includes support for General Investigation studies, continuing authority Section 205 and 208 studies, and flood plain management. Design function includes hydrology and hydraulic DM, hydrologic and hydraulic design input to General and Feature Design Memoranda, and hydraulic design support for plans and specifications.

(9) Performs the technical hydrologic and hydraulic engineering studies, investigations, and analyses associated with the formulation and design of major multipurpose reservoir projects. Activities include flood control effects; water supply storage-yield; sediment and evaporation evaluations; hydropower studies; reservoir sizing and storage allocations; waterway openings for bridges; development and assessment of project design flood and spillway design flood; sizing and hydraulic design of spillway, outlet works, and stilling basin. Develops project operation plan and evaluates operational capability and diversion dike design.

(10) Performs the technical hydrologic and hydraulic evaluations and analysis for stream channel modifications, levee and flood wall design, bank protection requirements and interior drainage requirements.

(11) Prepares contracts for sale of water for municipal and industrial water supply from reservoir projects.

(12) Regulates Corps reservoir projects, including forecasting inflows and lake levels; informs project personnel of releases to be made for flood control, power generation, low flow augmentation, fish and wildlife needs, and other purposes; prepares hydroelectric power

declarations and informs SAD, project personnel, and power companies of declarations; reviews operational releases from reservoirs for compliance with good operating practices, Corps policy, and power sales contracts; and prepares reports on reservoir operation.

(13) Prepares river stage forecasts during floods for in-house use. For stations below reservoirs, furnishes forecasts to National Weather Service for distribution to general public. Issues flood warnings to special interest groups as necessary.

(14) Directs sedimentation program for lakes and rivers, which includes suspended sediment stations operated by USGS as part of the cooperative stream gaging program; resurveys of sedimentation ranges for existing reservoirs; preparation of sedimentation DM's for proposed reservoirs, establishing sedimentation ranges at reservoirs under construction, and submits annual sedimentation report required by ER 1110-2-4001.

(15) Prepares comments on applications for FERC preliminary permits and licenses. Coordinates with permittees and licensees during studies, construction, and operation of licensed projects.

(16) Prepares monthly reservoir regulation charts for projects within District. Prepares and reviews statistical reports involving power generation, etc.

(17) Prepares annual reports, including FERC reports, power project data information, data for headwater benefit determination, notes on sedimentation, project accomplishments such as flood control and power benefits, and water control management activities.

e. Geotechnical and Environmental Remediation Section (CESAW-EP-EG).

(1) Plans, organizes, directs, coordinates, schedules and executes District's subsurface investigation and design functions for all District projects, including soils engineering, geology, engineering geology, geohydrology, ground water engineering, hazardous and toxic waste investigations, and geotechnical design. Manages projects having primary emphasis in these technical areas, including coordination with other Federal and non-Federal interests and the administration of contracts with consultants.

(2) Exercises administrative and technical supervision over the activities of the Section. Develops Section budget and assures appropriate execution of the authorized budget. Assures all work is done in accord with the principles of Total Quality Management. Develops manpower requirements for the Section and provides justification, as necessary.

(3) Prepares preliminary and final designs, plans, and specifications for construction within assigned area of responsibility. Prepares geology memoranda, construction materials design memoranda, and instrumentation design memoranda for District projects. Also provides pertinent sections of general design and feature design memoranda.

(4) Provides geotechnical consultation to all District elements.

(5) Directs the planning, reporting, and management of the Periodic Inspection and Continuing Evaluation of Civil Works Structures Program (except bridges), the Dam Safety Assurance Program, and the National Dam Safety Program.

(6) Action office for Engineering Branch in the areas of pollution, contamination, and environmental degradation.

(7) Plans, directs, and coordinates soils engineering and subsurface design activities of the District. Manages projects having primary emphasis in this technical area, including administration of contracts with consultants. Plans subsurface investigations. Obtains and interprets physical test data on soil and rock and ground water facilities.

(8) Designs earth and rockfill dams, levees, upland dredge disposal areas, unique dredge disposal area dikes, tunnels, open cut slopes in soil, pavements, ground water control facilities, road embankments, slope protection, and soils engineering elements of coastal facilities. Performs stability, underseepage, and settlement analyses for these structures.

(9) Designs earth foundations for earth and rockfill embankments, pile-supported structures, coastal facilities, and concrete structures. Performs stability, underseepage, settlement, and bearing capacity analyses for these foundation designs.

(10) Provides review and soils engineering input to EIA's, EIS's, and Regulatory Functions program.

(11) Provides soils engineering and engineering geology support and input for litigation of construction contract claims.

(12) Provides instrumentation and continuing monitoring of completed structures, including collection of continuing monitoring data, analysis of data, and planning and design of remedial treatment for earth/rockfill structures and foundations.

(13) Conducts dam safety training for project operating personnel.

(14) Provides input and geotechnical support for Emergency Operations program.

(15) Accomplishes geological engineering design of foundations in rock, dredging in rock, open cut slopes in rock, tunnels, ground water control facilities, foundation treatment (including grouting and drainage), and instrumentation for rock foundations.

(16) Performs and manages the performance of ground water surveys and analyses, earthquake design analysis, and geophysical surveys. Responsible for location and development of water supply wells. Provides contract management for water well construction.

(17) Provides technical support to construction in test pile inspection, geological mapping, grouting inspection, and test excavation inspection for Civil Works projects.

(18) Provides review, geologic input, and ground water input to EIA's, EIS's, and Regulatory Functions program.

(19) Prepares soils engineering geology, hydrogeology, and engineering geology portions of all planning general investigation studies, reevaluation studies, general design memorandums, design memorandums, plans, specifications, and quantity estimates for all District projects. Prepares specifications for sources and quality of rock, riprap, aggregate and stone protection, rock excavation, water wells, and hazardous waste investigations.

(20) Prepares soils engineering geology and technical instructions, performs contract supervision and inspection, and reviews work of A-E design contracts.

(21) Provides soils engineering hydrogeologic and engineering geology review and consultation for EPA Construction Management program.

(22) Provides technical support to all elements of the District for planning, investigation and design for hazardous and toxic wastes in the subsurface to include: preliminary assessments; site characterizations; and remedial investigations.

3. Planning and Environmental Branch (CESAW-EP-P).

a. Office of The Chief (CESAW-EP-P)

(1) Assists and advises the Chief of Engineering and Planning Division on all planning matters relative to water and related land resources.

(2) Supervises, directs, coordinates, and is responsible for all activities within Planning and Environmental Branch in accordance with ER 10-1-3, Appendix XVIII. Assignments

include but are not limited to navigation, flood control, beach erosion control, hurricane protection, flood plain management information, generation of hydropower, water conservation, domestic and industrial water supply, water quality management and improvement, environmental functions, military planning activities, protection of fish and wildlife, recreation, hazardous and toxic waste materials and any other special investigation and/or evaluation of water and related land resources plans associated with pre- and post- authorization studies.

(3) Acts as consultant and advisor to the District Engineer and other staff members on all Civil Works policy related to the feasibility studies.

(4) Provides administrative and clerical services for Planning and Environmental Branch.

(5) Coordinates long-range planning activities with other Federal, State, and local groups.

(6) Serves as District Program manager for planning, design, and construction activities of the Continuing Authorities Program (CAP). Responsible for all program development, preparation of budgets, issuance of requests for funds and reprogramming of funds, monitoring of execution, evaluation and dissemination of higher authority policy instructions, and program management for all CAP activities in the District.

(7) Assists in the development and support of the General Investigation budget. Develops budget and manpower requirements for Planning and Environmental Branch. Supports requirements with the Program Budget Advisory Committee and the Manpower Review Committee and assures appropriate use and execution of approved budget and authorized manpower spaces.

b. Plan Formulation and Economic Section (CESAW-EP-PL)

(1) Conducts, manages, and reviews planning studies, investigations, programs, and technical efforts leading to the authorization of water resources projects. These include General Investigation studies (reconnaissance and feasibility phase), General Reevaluation, Limited Reevaluation, and other special studies, plan selection portions of Preconstruction Engineering and Design, the Continuing Authority Program, Plans of Study, Work Plans, Long-Term Dredge Material Maintenance Plans, Initial Project Management Plans, and planning portion of Project Management Plans.

(2) Formulates and evaluates all alternative plans, both structural and nonstructural, culminating in plan selection.

(3) Provides assistance in establishing and maintaining coordination with local interests and the State and Federal agencies.

(4) Provides assistance in updating data for annual budget submission.

(5) Prepares correspondence in reply to congressional and general public inquiries relative to the planning program or specific studies.

(6) Participates and assists in preparing and conducting public meetings, workshops, and other public involvement programs.

(7) Provides Legislative drafting services when requested by congressional officials.

(8) Conducts and coordinates economic investigations relative to General Investigation studies from the reconnaissance phase through the preconstruction engineering and design phase, the Continuing Authorities Program, and military planning activities.

(9) Provides economic and social inputs to the plan formulation process, including projection of needs, assessment of impacts, and evaluation of alternative plans.

(10) Conducts cost allocation and cost apportionment studies.

(11) Provides economic inputs to budgeting decision-making process.

(12) Provides economic and social analysis staff assistance to other elements of the District office, other districts, other Federal agencies, and non-Federal customers.

(13) Assists in preparation of contracts for sale of water for municipal and industrial water supply from reservoir projects.

(14) Assists in preparation of financial analysis during project planning and implementation.

(15) Provides data for flood control projects for Annual Flood Damage Report to Congress.

(16) Conducts benefit analyses for existing navigation projects.

c. Special Studies and Flood Plain Services Section (CESAW-EP-PS).

- (1) Responsible for a wide variety of specially authorized military, flood plain management, recreation, master planning, and water resources planning studies.
- (2) Responsible for planning support to military activities, including management, preparation, and coordination of Military Mobilization Master Plans, peacetime Military Master Plans, special pilot studies, supporting documentation, and other activities, as appropriate.
- (3) Responsible for managing military and mobilization planning studies, including the preparation and coordination of funding requests, study schedules, and status reports.
- (4) Serves as Planning and Environmental Branch POC for District emergency exercises.
- (5) Provides technical support to other District elements, including preparation of emergency water plans, the District mobilization plan, and Installation Support Books, as appropriate, in the execution of the District's military and Civil Works missions.
- (6) Responsible for investigations and coordination of such special studies as major water supply, hydroelectric power, recreation, and urban studies.
- (7) Conducts investigations jointly with Engineering Branch to determine the optimum hydropower output and installed capacity for individual reservoirs and/or system of reservoirs being considered in plans for basin development.
- (8) Prepares master plans; master plan updates; master plan supplements; and portions of planning reports, design memoranda, plans and specifications, and other reports required by laws and/or Corps' regulations related to master planning matters.
- (9) Coordinates master planning matters with other Federal agencies, State agencies, and the public to comply with laws and/or regulations and to identify and resolve master planning issues.
- (10) Provides representation for the Contracting Officer for master planning contracts.
- (11) Assists in preparation of the recreation portion (P.L. 89-72) of Project Cooperation Agreements (PCA's) and provides other Federal, State, and local government officials with guidance on master planning matters and landscape architectural practices at projects.

(12) Reviews operational management plans, requests for outgrants, feature design memoranda, detailed plans and specifications, and real estate design memoranda for compliance with the master plan.

(13) Directs and manages the District's Flood Plain Management Program, including review of proposed Federal development and federally assisted development for compliance with Executive Order 11988 - Flood Plain Management.

(14) Provides planning assistance on flood plain land use (e.g., information on flood hazard, floodway requirements, evacuation, flood warning systems, and flood proofing) to individual, State, and local government officials.

(15) Provides technical assistance to State and local officials in computing and delineating flood plains and regulatory floodways.

(16) Plans, schedules, directs, performs, and coordinates Flood Insurance Studies, Limited Map Maintenance Studies, and other technical services contracted to the District by the Federal Emergency Management Agency (FEMA).

(17) Prepares flood plain, floodway maps, and other exhibit requirements for studies.

(18) Manages and coordinates the Section 22 Program (Planning Assistance to States) for the State of North Carolina.

(19) Provides structural and nonstructural flood damage reduction planning assistance to the District.

(20) Manages and conducts hurricane evacuation studies.

d. Environmental Resources Section (CESAW-EP-PE).

(1) Serves as the focal point for environmental compliance matters in the District. Environmental compliance requirements include, but are not limited to, the National Environmental Policy Act of 1969, as amended; the Clean Water Act of 1977, as amended, for Civil Works and military projects; the Marine Protection, Research, and Sanctuaries Act of 1972, as amended, for Civil Works and military projects; the Coastal Zone Management Act of 1972, as amended; the National Historic Preservation Act of 1966, as amended; the Fish and Wildlife Coordination Act of 1958; and the Endangered Species Act of 1973, as amended.

(2) Performs all environmental and resource studies and provides technical advice, assistance, and recommendations to other District elements, relative to the environmental aspects of water resources planning and the design, construction, operations, and maintenance of Civil Works and military projects.

(3) Manages the DERP-FUDS Inventory Project Report Phase.

(4) Manages the Aquatic Plant Control Program for the District, except for Corps' reservoirs.

(5) Conducts environmental planning for the District's planning program as required by the Water Resources Council's Principles and Guidelines and Corps of Engineers' Planning Guidance.

(6) Conducts investigations, including fieldwork, necessary to assess the effects of proposed actions on environmental and cultural resources.

(7) Prepares environmental assessments for Civil Works and military projects and environmental impact statements (EIS) for the Civil Works, military, and regulatory programs.

(8) Conducts scoping meetings and determines cooperating agencies for Civil Works, military, and regulatory EIS's.

(9) Coordinates District review and responds to requests for comments on other agency NEPA (National Environmental Policy Act of 1969, as amended) and SEPA (State Environmental Policy Act) documents.

(10) Coordinates environmental matters with other Federal and State agencies and the public to comply with laws and/or regulations and to identify and resolve environmental issues.

(11) Plans, schedules, directs, and coordinates the District's reservoir water quality program.

(12) Provides water quality support for reservoir regulation for water quality control.

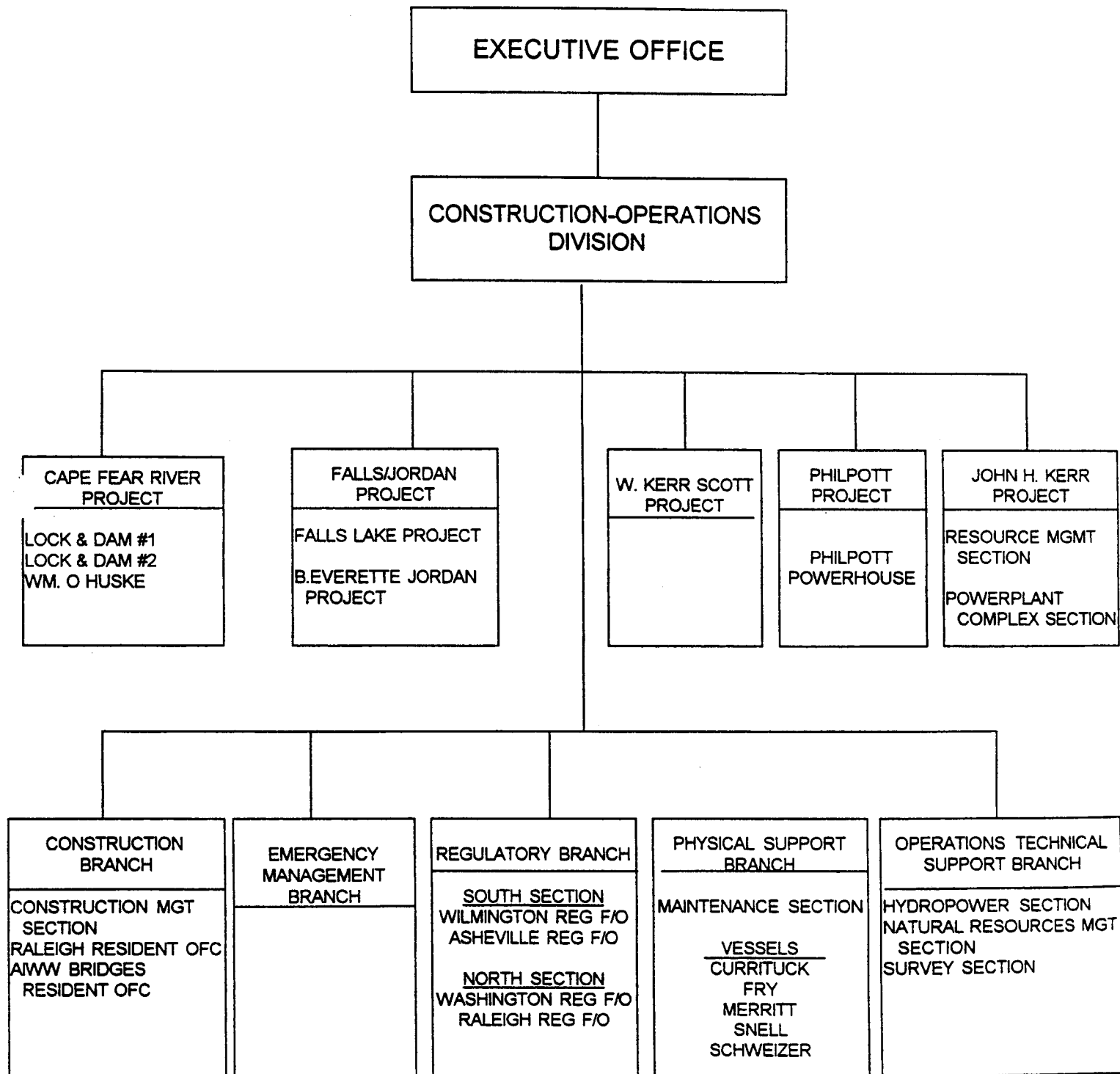
(13) Provides representation for the Contracting Officer for environmental contracts.

(14) Assists in the development of operational management plans.

(15) Provides technical support to the District's hazardous and toxic waste/materials (HTW/M) program.

APPENDIX O

Construction-Operations Division



APPENDIX O

CONSTRUCTION-OPERATIONS DIVISION

1. Office of The Chief (CESAW-CO).

- a. Exercises administrative and technical supervision of the Construction-Operations Division.
- b. Serves as an engineering consultant to the Commander by providing guidance and information in construction, operations, and regulatory matters. Serves as a representative of the Commander in such matters.
- c. Establishes, interprets, and implements procedures for guidance of construction and operations activities within the District.
- d. Serves as the program manager for the O&M program; and financial, manpower, and resource advisor to the District Commander relative to all programs managed by the Construction-Operations Division.
 - (1) Develops project and program budget request.
 - (2) Approves reprogramming actions.
- e. Provides administrative and clerical support to four branches, the Office of the Chief, Assistant Chief, and Operations Project Manager.
- f. Oversees the training of all Con-Ops clerical student aids.
- g. Provides advice and assistance to office and field activities for all clerical and administrative employees on work related matters.
- h. Hold annual workshop to update administrative/clerical (support) staff on policy and administrative changes.
- i. Prepares training plan.
- j. Prepares EEO plan.

k. Provides back-up clerical support to Emergency Management Branch during exercises and emergencies.

2. Operations Project Manager (CESAW-CO-M).

- a. Manages all non-staffed projects and dredging projects.
- b. Serves as the focal point for long-term Dredge Disposal Management Plans.
- c. Manages the district project support team for all O&M projects.
- d. Orders plans and specification preparation and directs issuance of contracts.
- e. Plans and schedules the dredging of inlets, harbor entrances, and channels; the cleaning of obstructions from AIWW channels; and marine construction including ranges, docks, lock fenders, and mooring facilities. Plans and also schedules the operations of other Corps-owned dredges and vessels when operating in the Wilmington District.
- f. Serves as consultant and principle point of contact with all project sponsors and the users of unmanned O&M projects.
- g. Coordinates all support activities (environmental, survey, geotech, etc.) for O&M navigation projects.
- h. Maintains liaison with industry, military users, and other State and Federal agencies on their needs.
- i. Prepares annual dredge schedules for all hired labor plant.
- j. Prepares annual contract advertisement schedule for all O&M dredging requirements.
- k. Coordinates 8a program requirements with SADBU.
- l. Coordinates budget requirements on all navigation projects with Programs Management Branch.
- m. Manages the District's Harbor and Waterway Maintenance Program; coordinates the District's dredging activities with all State, Federal, and local regulatory and environmental agencies and interests providing a functional program consistent with all environmental requirements and restraints. Manages and presents the District's position concerning ocean dumping activities as it relates to hopper dredging activities. Manages the removal of wrecks and abandoned vessels. Coordinates safety and navigation matters with the U.S. Coast Guard.

n. Represents the District at a variety of meetings and conferences concerning technical and environmental aspects of dredging program, and acts as principal coordinator of dredging program with Federal, State, county, and local agencies concerning technical and environmental issues.

o. Prepares and maintains District dredging contract correspondence and data.

p. Manages Con-Ops portion of PRIP.

q. Consolidates Con-Ops Annual Operating Budget (COBRA).

3. Operations Project Manager. (Kerr, Philpott, Falls/Jordan, and Scott; minimally applicable to Cape Fear River Project)

a. Supervises, directs, and manages assigned operations and maintenance project(s).

b. Serves as district focal point and public/customer interface on matters related to the project(s).

c. Prepares cost estimates and current and future year project budget requests, identifies additional funding needs, and releases surplus funds from assigned project(s).

d. Bears responsibility for all aspects of operations maintenance and administration of water resource and associated resources, including the natural, developed, historic, and archaeological resources.

e. Operates and maintains structures, lands, and waters for recreation, flood control, hydropower, navigation, forestry, fisheries, and wildlife purposes. Administer O&M contracts that support this effort. Controls authorized and unauthorized use of project lands by private individuals, other agencies and organizations.

f. Manages field sites as an integrated whole, avoiding use conflicts. Administers rules and regulations governing public use of all facilities. Serves as Corps primary point of contact for leases. Coordinates with Real Estate to insure compliance with lease conditions.

g. Responsible for inspection of hydroelectric power plants, flood control and water supply structures, recreation areas, navigation aids, and other structures.

h. Supervises and directs maintenance work by field site forces. Performs maintenance work, mechanical and heavy construction equipment operations at field sites, preventive maintenance inspections and all maintenance and repairs.

i. Administers and inspects routine service and/or maintenance contracts associated with a field site (dams, power plants, flood control/water supply structures, pumping plants, and natural resources).

j. Ensures that all maintenance activities and contracts conform to applicable environmental laws and regulations. Ensures environmental compliance, including ERGO, at the field sites. Coordinates reservoir functions (forestry, fish and wildlife, recreation, flood control, hydropower, etc.) with appropriate Federal, State, and local agencies.

k. Maintain liaison with other agencies, elected officials and the general public about reservoir programs and activities.

l. Provides input to Master Plans and guidance to planning element on pertinent data, such as changing use patterns, visitor preferences, changing market areas, etc.

m. Coordinates and prepares Operational Management Plans for management of parks and natural resources (forest, fish and wildlife, recreation, wetlands, cultural resources, law enforcement, safety, etc.).

n. Plans and implements Citation Authority Program (Title 36) in coordination with U.S. Magistrates. Coordinates law enforcement programs with local sheriff departments.

o. Reviews plans and specifications for reservoir facilities to ensure that planned facilities are functional and meet management objectives.

p. Plans and implements pest control programs (forest insects, mosquito control, aquatic plants, etc.) for reservoir projects.

q. Administers Section 10 and 404 General Permit Program at reservoir projects (under General Permits).

4. Emergency Management Branch (CESAW-CO-E).

a. Supervises and directs all Emergency Management activities.

b. Advises Commander on policy applicability, project eligibility, and operational procedures concerning emergency activities pursuant to PL 84-99, as amended, PL 93-288, AR 500-50, AR 500-60, AR 500-70, and disaster assistance authorities of other Federal and State agencies.

c. Evaluates DA, CESAD, FEMA, DOT, and other Federal agencies' policies, directives, and regulations pertaining to national emergency and natural disaster activities; develops requirements for District-wide emergency plans, directives, and programs; and recommends course of action to the Commander for implementation.

d. Responsible for flood emergency activities (PL 84-99), other disaster activities (AR 500-60), natural disaster activity missions from FEMA (PL 93-288) and other agencies.

e. Serves as District point-of-contact, 24 hours per day, for all administrative aspects of natural disaster operations activities, including receiving mission assignments from CESAD, USACE, FEMA, and other Federal agencies and taking actions necessary to assure performance of mission.

f. Requests CONUS military and other support in disaster recovery operations. Obtains emergency supplies and equipment.

g. Represents Commander in conferences with CESAD, USACE, DA, Federal, State, and local agencies, and the general public on matters concerning Corps natural disaster programs.

h. Represents Commander on all matters pertaining to the National Oil and Hazardous Substance Pollution Contingency plan. Coordinates with representatives of the Regional Response Team (DOD, EPA, DOC, DOT, USDA, CESAD), as required, concerning activities covered in the above plan.

i. Prepares District natural disaster emergency plan and preparedness measures.

j. Furnishes advice and assistance to District staff on all matters pertaining to natural and national emergencies and other disaster operations.

k. Develops training program for response teams.

l. Performs staff inspections of disaster areas and other emergency work.

m. Coordinates natural disaster activity of Emergency Operations Center (EOC).

- n. Coordinates and has responsibility for preparation of the District's rehabilitation reports and recommends project eligibility and feasibility.
- o. Oversees need for emergency drinking water and recommends project eligibility and feasibility.
- p. Coordinates and has responsibility for preparation of advance measures in event of natural disasters and recommends project eligibility and feasibility.
- q. Manages District program for inspection of completed Corps local flood protection, hurricane and shore protection, and non-Federal flood control projects under PL 84-99. Ensures timely scheduling of these programs and that work is performed in accordance with existing policies and procedures established in ER 500-1-1.
- r. Organizes emergency teams with proper disciplines to respond to emergencies.
- s. Directs National Emergency activities covered by PL 95-125, AR 500-50, AR 500-70, Executive Orders, Mobilization Plans, Earthquake Plans and National Disaster missions from DA, FEMA, and other agencies.
- t. Serves as District point-of-contact, 24 hours per day, for all administrative aspects of national emergency activities and civil disturbances, including receiving mission assignments from CESAD, USACE, DA, FEMA, and other Federal agencies, and taking actions necessary to ensure performance of mission.
- u. Represents the Commander in conferences with CESAD, USACE, DA, Federal and State agencies, and general public in matters concerning Corps national disaster programs.
- v. Develops mobilization programs and directives within District boundaries in coordination with CESAS.
- w. Prepares District National Emergency program, directives, plans, and preparedness measures.
- x. Performs staff inspections of Alternate Headquarters and agency Relocation Sites.
- y. Coordinates national emergency activity of CESAW Emergency Operations Center.
- z. Organizes emergency teams with proper disciplines to respond to emergencies and performs special functions relating to fallout prediction, shelter management, etc.

5. Construction Branch (CESAW-CO-C).

a. Office of the Chief.

(1) Exercises administrative and technical surveillance over the District's construction contract work, to include dredging thru Contract Administration Section, and Resident Offices.

(2) Develops, recommends, and implements District policy on Contractor Quality Control(Q.C.) Programs and the District Quality Assurance(Q.A.) Plan. Periodically reports to higher authority on effectiveness of same. Visits sites of construction activities to review overall adequacy and efficiency of operations. Coordinates testing by SAD Laboratory during construction.

(3) Recommends the construction time and liquidated damages to proposed contracts, and furnishes estimates to Engineering Division and Contracting Division.

(4) Under established guidelines, coordinates with Management Office, develops construction budgets for O&M and Construction General funding, including schedules of obligations, expenditures, and work placement.

b. Construction Management Section (CESAW-CO-CM and Resident Offices).

(1) Exercises staff supervision over administration of all construction and dredging contracts. Plans and reviews programs, budget, and expenditure schedules and related reports for construction and operations-maintenance contracts. Prepares recurring and one-time construction contract and operations-maintenance reports.

(2) Coordinates contract administration activities with district planning, engineering, program, legal, and administrative elements. Provides technical and contract administration support to project field offices.

(3) Reviews and investigates all data and recommendations on field changes submitted by field offices in connection with supplemental agreements. Ensures compliance with applicable negotiations. Formalizes changes requiring contracting officer approval.

(4) Performs liaison with Office of Counsel regarding legal interpretations, changes Contracting Officer's Decisions, labor violations and other disputes.

(5) Furnishes information and guidance to Contracting Division for executing contracts and modifications.

(6) Handles negotiations of large or complex supplemental agreements, claims contracts which involve dealings with subcontractors, sureties, Audit Agency, Office of Counsel, and approvals and funding.

(7) Issues instructions on District-sponsored changes and assures funds are obligated as necessary.

(8) Reviews and provides assistance in preparation of estimates, and prepares findings of facts, BCM's and Documentation for modifications exceeding \$100,000.00.

(9) Reviews all contract changes directed by the Contracting Officer prior to being processed to the Resource Management Office to ensure proper funding, and provides assistance in funding for changes proposed by the Administrative Contracting Officers in the field offices.

(10) Prepares and reviews partial and final pay estimates. computations of final payment quantities. Ensures that payments are processed with contract provisions to include withholding of proper retainage liquidated damages. Monitors for overruns or underruns and the effects of same in the project funding.

(11) Performs annual inspection of completed works.

(12) Implements contractor performance evaluations.

(13) Prepares SOP's and policies to implement construction program.

(14) Reviews plans and specifications prior to award of contract to ensure that sound construction methods and practices are incorporated into same, or recommends changes to secure construction in accordance with same. Also, determines any unusual construction requirements in order to advise Resident Engineers on methods and practices to be used to secure desired results.

(15) Periodically visits all sites of construction activities to spot check the overall adequacy and efficiency of operations. Informs the Chief, Construction Branch, of conditions encountered and action taken.

(16) Performs shop inspection of fabrication of materials and equipment which are incorporated in construction contracts if necessary.

(17) Performs onsite inspections to determine quality of workmanship, work progress, and administrative proficiency. Advises Administrative Contracting Officer, and Chief,

Construction Branch, of deficiencies recommending corrective action. Follows up to see that corrective action has been taken.

(18) Reviews and recommends Administrative Contracting Officer action on Contractor's Safety Plan, Q.C. Plan, and Environmental Protection Plan, Engineering Division. Formalizes final documents.

(19) Supervises engineering investigations arising from deficiencies in design or construction and recommends corrective action.

(20) Recommends the construction time and liquidated damages on proposed contracts, and furnishes estimates to Engineering Division and Contracting Division.

(21) Develops, recommends, and implements District policy on Contractor Q.C. Programs and the District Q.A. Plan, and periodically reports to higher authority on effectiveness of same.

(22) Accompanies the Inspector General Office, Chief of Engineers, and South Atlantic Division Inspectors, as appropriate, for inspections at project sites; consults with Administrative Contracting Officers and field office personnel to effect corrective actions in problem areas found as a result of all inspection; prepares replies to reports on matters pertaining to design and construction and field office responsibilities.

(23) Evaluates and promotes District policy for job level training in Q.A.-Q.C. consistent with indicated needs of field office personnel.

(24) Participates in engineering design review meetings throughout the design period.

(25) Attends or holds preconstruction Q.C.-Q.A. conferences.

(26) Participates in prefinal and final inspections to assure that critical features of work have been correctly installed and are functioning properly.

(27) Serves as representative of the Contracting Officer with authority to administer the provisions of construction contracts for Civil Works construction and to supervise such construction. Serves as Resident Contracting Officer with the authority to issue contract modifications under the changes clause (GP-3) of contracts using Standard Form 23 which are less than \$100,000, and modifications, under the Changes and Changed Conditions Clause (GP-1) of contracts, using Standard Form 19 which do not exceed \$1,000. Negotiates and settles all modifications regardless of dollar amounts.

c. Raleigh Resident Office (CESAW-CO-CR), AIWW BRIDGES RESIDENT OFFICE (CESAW-CO-CB).

Office, Resident Engineer. The Resident Engineer functions in a management level capacity under the general supervision of the Chief, Construction Branch. Technical supervision of the Resident Engineer, together with administration support thereto, is the responsibility of the Construction-Operations Division, Construction Branch.

(1) Serves as representative of the Contracting Officer with authority to administer the provisions of construction contracts for Civil Works construction and to supervise such construction. Serves as Resident Contracting Officer with the authority to issue contract modifications under the Changes Clause (GP-3) of contracts using Standard Form 23 which are less than \$100,000, and modifications, under the Changes and Changed Conditions Clause (GP-1) of contracts, using Standard Form 19 which do not exceed \$1,000. Negotiates and settles all modifications regardless of dollar amounts.

(2) Represents the Commander in all matters concerned with the current construction work.

(3) Performs daily inspection of work performed by contractors to ensure quality and timely construction in strict compliance with plans and specifications, and aids contractors in the interpretation and understanding of contract requirements.

(4) Reviews and processes, for return to contractors, all contractors' submitted shop drawings.

(5) Reviews and approves Contractor requests for payment. Prepares payment estimates.

(6) Ensures comprehensive implementation of Contractor accident prevention program and enforcement of safety regulations.

(7) Manages Resident Office Quality Assurance Program and monitors Contractor Quality Control Programs.

(8) Performs biddableness and constructibility reviews, prior to award of contracts, to ensure incorporation of sound construction methods and practices.

(9) Advises Contracting Officer of validity of contractor claims and subsequent recommendation to the Commanding officer for resolution. Coordinates with Contract Administration Section and Office of Counsel in the evaluation and resolution of said claims.

6. Regulatory Branch (CESAW-CO-R).

a. Office of the Chief. Exercises administrative and technical supervision of the Regulatory Branch activities to ensure that assigned missions are planned, accomplished, and reported on in the most efficient and effective manner.

b. South Section (CESAW-CO-RS) and North Section (CESAW-CO-RN).

(1) Office of the Chief.

Administers permit program for work (dredging, filling, construction of structures, pipelines, cables, etc.) in, under, or over navigable waters of the United States pursuant to Section 10 of the River and Harbor Act of 1899 and for the discharge of dredged or fill material into waters and wetlands of the United States pursuant to Section 404 of the Clean Water Act. This function covers the geographic area covered by the Wilmington and Asheville Regulatory Field Offices and the Washington and Raleigh Regulatory Field Offices, respectively.

(2) Regulatory Field Offices: Wilmington Regulatory Field Office, (CESAW-CO-RL), Asheville Regulatory Field Office, (CESAW-CO-RA), Washington Regulatory Field Office (CESAW-CO-RW), and Raleigh Regulatory Field Office, (CESAW-CO-RR)

(a) Administers permit program for work (dredging, filling, construction of structures, pipelines, cables, etc.) in, under, or over navigable waters of the United States pursuant to Section 10 of the River and Harbor Act of 1899 and for the discharge of dredged or fill material into waters and wetlands of the United States pursuant to Section 404 of the Clean Water Act. This function covers the geographic areas of North Carolina covered by the respective field office.

(b) Reviews and investigates all violations of the above laws and regulations.

(c) Conducts public information and publicity program to inform public of regulatory authorities and programs in conjunction with PAY.

(d) Reviews and processes all permit applications under the applicable laws.

(e) Performs site investigations, prepares reports on each site, and obtains photography of all sites before, during, and after permits are issued.

(f) Prepares and issues Public Notices, Environmental Assessments, and Statements of Findings on all individual permit applications.

(g) Coordinates review by Federal, State, and local agencies of all permit applications, including onsite visits and meetings, comments on public notices, and obtaining of other required Federal, State, and local authorizations and certifications. Includes State Dredge and Fill permits, Coastal Area Management Act permits, Easements, and Section 401 and Coastal Management Certifications.

(h) Holds meetings with review agencies; Federal, State, and local politicians; special interest groups; lawyers; consultants; etc., on applications.

(i) Prepares, holds, and conducts public meetings as needed.

(j) Prepares reports to higher authority on controversial permit applications or those requiring referral by regulation and agency agreements.

(k) Prepares permits and conditions based on the public interest review, and recommends issuance or denial to the Commander.

(l) Monitors progress of work being conducted under permits, including mitigation, by onsite visits and photography.

(m) Visits sites at the request of the public throughout the Section office area to determine jurisdictional boundaries and applicability of permit requirements. Photographs sites and investigates to determine vegetation, hydrology, soil types etc., to determine jurisdiction.

(n) Prepares, coordinates, and recommends issuance of general permits.

(o) For those regulatory cases requiring preparation of an EIS, manages the preparation of the EIS, including coordination and consultation with the Environmental Resources Section (CESAW-EP-PE) which has responsibility for the adequacy of any EIS.

(p) Coordinates scoping process for preparation of EIS's. Coordinates obtaining and preparation of data and information for EIS's with the applicant; consultants; Federal, State, and local agencies; environmental groups; and other elements of the public. Holds and conducts public scoping meetings and public hearings where appropriate.

(q) Coordinates environmental review at all stages (during preparation of draft EIS and final EIS) with other District elements.

(r) Processes and coordinates permit application including public notices, agency comments, referral reports, Statements of Findings, and recommendations for issuance or denial of the permit simultaneously with the EIS preparation.

(s) Ensures that other required Federal, State, and local authorization for cases requiring EIS's are coordinated prior to permit issuance. Holds meetings with applicants, review agencies, politicians (Federal, State, and local), interest groups, consultants, etc., on EIS cases.

(t) Compiles draft EIS's from data furnished by applicants; consultants; Federal, State, and local agencies; public; and other District elements. Oversees reproduction, publication, and circulation of draft EIS's and receives comments from all concerned parties and public. Revises draft EIS's as required including all public and agency comments and prepares final EIS's. Oversees reproduction, publication, and circulation of Final EIS's.

(u) Visits, documents and investigates sites to make jurisdictional determinations.

(v) Visits, photographs, and otherwise documents violations of the laws and regulations of the permit programs. Determines environmental impacts and prepares assessments on each violation. Prepares and issues cease and desist orders and restoration orders as appropriate.

(w) Coordinates review of Federal, State, and local agencies on enforcement matters, and attempts to negotiate resolutions of violations without court action. Meets with violators, lawyers, consultants, and review agencies to discuss violations and attempt to arrive at mutually satisfactory resolutions.

(x) Determines extent of violation using photography (ground and aerial), flood data, vegetation, soil types, etc. Attempts to determine nature of the area prior to the violation and the feasibility of restoration or mitigation to alleviate the damages.

(y) Prepares reports and makes recommendations as to disposition of each violation, such as referral to the U.S. Attorney for prosecution, appropriate fines, restoration of the site, acceptance of after-the-fact applications, etc.

(z) Serves as expert witnesses in cases filed by the U.S. Attorney and in State court cases involving violation of State laws.

(aa) Monitors compliance with court orders and prepares reports to U.S. Attorney for court compliance.

(bb) Serves as representative of the District in all matters relating to the Corps regulatory program within the assigned counties.

(cc) Prepares correspondence, reports, and forms from drafts, word processors, etc.

- (dd) Maintains files and records according to applicable regulations.
- (ee) Maintains extensive map and photograph files, including aerial photography coverage of district; obtains enlargements and prints as required.
- (ff) Prepares and maintains statistical data on permits and other activities required for monthly, quarterly, and yearly reports to SAD and OCE.
- (gg) Prepares all requisitions and purchasing documents. Responsible for acquiring all equipment required by Section offices and the Wilmington Branch office.
- (hh) Oversees computer equipment and systems, including purchase, maintenance, updating, and replacement. Manages data systems, including RAMS, GIS, GPS, etc.
- (ii) Assembles and manages all outgoing correspondence, reports, public notices, including faxes, express mail, etc.
- (jj) Routes and distributes all incoming mail between individuals and Section offices, including faxes, copies, etc.
- (kk) Manages microfilming of files and records and computer indexing of these files and records.
- (ll) Manages all data entry for computer management systems and develops management reports and retrieval of data for all management needs.
- (mm) Manages and develops processes for efficient paper flow within offices and between offices both internal and external to the Branch.

7. Operations Technical Support Branch (CESAW-CO-O).

a. Office of the Chief.

- (1) Provides guidance, oversight, and technical support for the recreation program, natural resource program, aquatic plant control program, operations management plans, and for land management programs.
- (2) Provides guidance, oversight, and technical support for the operation and maintenance of flood control structures; hydropower plants; navigation locks; and navigation channel maintenance through hydrographic survey of channels, related structures, and navigation aids.

b. Natural Resources Management Section (CESAW-C0-OR).

(1) Provides guidance and technical support for the recreation program, natural resources program, aquatic plant control program, operations management plans, and for land management programs.

(2) Responsible for coordinating all aspects of operations, maintenance, and administration of the five District reservoir projects including the natural, developed, historic, and archaeological resources. Serves as District Office point of contact for management of all project resources, e.g., recreation, flood control, forestry, fisheries, and wildlife. Manages projects as an integrated whole, avoiding or minimizing use conflicts. Determines the availability of project lands and waters for outgrant and disposal purposes and coordinates the overall management and compliance on outgranted lands and waters with Real Estate and other elements.

(3) Coordinates combined reservoir functions (forestry, fish and wildlife, recreation, etc.) with appropriate Federal, State, and local agencies.

(4) Maintains liaison with other agencies, elected officials and the general public about reservoir programs and activities.

(5) Provides input to Master Plans and guidance to planning element on pertinent data, such as changing use patterns, visitor preferences, changing market areas, etc.

(6) Oversees the preparation of Operational Management Plans for management of parks and natural resources (forest, fish and wildlife, recreation, wetlands, cultural resources, law enforcement, safety, etc.).

(7) Coordinates supporting activities for reservoir functions such as legal, environmental, budgeting and programming, contracting, purchasing, personnel, safety, security, logistics, etc.

(8) Reviews request for land uses from Project Managers, coordinates requests with appropriate elements and makes lands available to Real Estate for outgranting.

(9) Coordinates budgets and monitors obligations and expenditures of operating projects.

(10) Manages cost-sharing programs at completed projects.

(11) Oversees Citation Authority Program (Title 36).

- (12) Reviews plans and specifications for reservoir facilities to ensure that planned facilities are functional and meet management objectives.
- (13) Provides technical forestry support to other District elements.
- (14) Plans pest control programs (forest insects, mosquito control, aquatic weeds, etc.) for reservoir projects.
- (15) Administers cooperative Federal/State aquatic plant control program (during inspection phase).
- (16) Supports emergency operations (Natural and Mobilization).
- (17) Administers District's sign, uniform, volunteer, energy, and user fee programs.
- (18) Manages project environmental compliance programs including ERGO; ensures that technical expertise, including other functional areas, is provided in support of field compliance activities.
- (19) Provides technical liaison with Engineering and Planning Division for their preparation of plans and specification. Ensures that planned facilities are functional and meet management objectives. Accomplishes quality assurance for products received.
- (20) Operates and performs maintenance to the three locks and dams on the Cape Fear River and three swing-span highway bridges over the Atlantic Intracoastal Waterway. This is done either through hired labor or by contract.
- (21) Coordinates with Engineering and Planning Division to aid in their preparation of plans and specifications for contract repairs to locks and dams and bridges, and coordinates with other elements of the Branch for repairs to be done by hired labor.
- (22) Prepares contract documents for minor and repetitive work on locks and dams and bridges, such as repairs to damaged fender systems.
- (23) Prepares and monitors the following fiscal and job performance reporting procedures:
 - (a) Detailed maintenance and operations schedules for locks and dams, as needed.
 - (b) Budget estimates for locks and dams each fiscal year.

(b) Budget estimates for locks and dams each fiscal year.

(c) Annual, semiannual, monthly, and one-time reports to higher authority concerning the Civil Works program.

(d) Cost records for locks and dams and bridges.

(24) Coordinates and monitors the reservoir and Locks and Dam safety programs including the District water safety program.

c. Hydropower Section (CESAW-CO-OH).

(1) Provides guidance and technical support for the operation of the John H. Kerr and Philpott powerhouses and the Island Creek pumping station.

(2) Coordinates and monitors operation and maintenance of powerplants with the SAD Hydropower Branch and the SAW Hydrology and Hydraulics Branch.

(3) Schedules and evaluates maintenance of generator units, metering, control, relays, protection, distribution, transformation, and transmission with the Savannah District's Test Branch.

(4) Provides technical liaison for electrical and mechanical design in support of the powerhouses in the areas of additions to the existing equipment, modifications, and replacement of the originally installed equipment with state-of-the-art equipment and devices, as needed and as authorized.

(5) Represents the District in meetings and conferences centered on hydropower production sponsored by the Corps of Engineers and public utilities.

(6) Executes the training program carried out at the powerhouses for the purposes of developing electrical, mechanical, and operator journeymen.

(7) Reviews, prepares, and submits periodic powerplant operation, maintenance, and utilization reports.

(8) Serves as District office point of contact for management of powerhouses and coordinates support requirements with the District's Personnel, RMO, Supply, and LMO elements.

d. Survey Section (CESAW-CO-OS).

(1) Establishes schedules for surveys for condition operations studies, planning studies, and other program requirements.

(2) Prepares technical specifications and plans for all maintenance dredging contracts. Submits final draft through Engineering and Planning Division to Contracting Division for final approval and further processing.

(3) Provides hydrographic survey for all District elements.

(4) Furnishes condition survey and quantity calculations for contract management purposes.

(5) Schedules and conducts condition and operation studies, and conditions surveys; investigates emergency conditions on all Federal channels and the harbors of North Carolina.

(6) Prepares special reports on the condition of the waterways, issues the Quarterly Prevailing Dimensions Report on Wilmington and Morehead City harbors, and issues the annual Waterway Bulletin.

(7) Maintains the District files and records of all hydrographic survey maps and data pertinent to the projects of the District.

(8) Provides technical liaison with Engineering and Planning Division for their preparation of plans and specifications. Accomplishes quality assurance for products received.

(9) Coordinates support requirements with the District's Personnel, RMO, Supply and LMO elements.

8. Physical Support Branch (CESAW-CO-P).

a. Office of the Chief.

(1) Directs and supervises the operation, maintenance, and addition and betterments of the Wilmington District Floating Plant. The District floating plant includes the Dredges FRY, MERRITT, SCHWEIZER, and CURRITUCK; the Snagboat SNELL. The Survey Boats GILLETTE, WANCHESE, and BEAUFORT; and numerous small craft are supported by this branch for maintenance purposes.

(2) Develops conception, design, engineering, construction, testing, and evaluation (including dissemination of final results) of new approaches to novel dredging and ancillary equipment which need to be developed in a unique working environment.

(3) Plans and schedules repair of District floating plant by hired labor or contract which involves planning for and preparation of all technical details (specifications) for ship repair contracts in final form; determines method of accomplishing work; directs onsite supervision; and schedules the acquisition of long-lead item spare parts.

(4) Supervises the total forces comprising the branch, to include the Floating Plant, and the Maintenance Section.

(5) Operates and performs necessary repairs, and maintenance to the Wilmington District floating plant, including Sidecasting Dredge MERRITT, Sidecasting Dredge SCHWEIZER, Hopper Dredge CURRITUCK, and Debris Boat SNELL.

(6) Prepares and monitors the following fiscal and job performance reporting procedures:

(a) Detailed maintenance and operations schedules for plant activities as needed.

(b) Budget estimates for plant activities each fiscal year.

(c) Annual semiannual, monthly, and one-time reports to higher authority concerning the Civil Works program.

(d) Prepares and maintains cost and production records for all floating plants.

(7) Prepares documents for procurement of parts, supplies, and services required in support of the Plant Operations Section and the Engineer Yard.

(8) Assists in performing contract inspection for shipyard contracts.

b. Maintenance Section (Engineer Yard) (CESAW-CO-PY).

(1) Performs modifications, improvements, repairs and overhauls to all types of electrical, mechanical, hydraulic and structural equipment on the District's floating plant, locks, dams, and AIWW Bridges.

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(2) Requisitions and maintains an inventory of spare parts and supplies for the equipment maintained.

(3) Performs inspections at shipyards of any contract work performed on assigned floating plant.

(4) Provides consultation and assistance to floating plant personnel for repairs of an unusually difficult nature.

(5) Constructs unusual and sometimes experimental dredging and ancillary equipment.